

JACK SPLAT

January 4, 2005

John Doe, CEO of ABC Company
123 North Someplace
Anywhere, USA

Dear Mr. Doe:

It is with both regret and anticipation that I submit this letter of resignation, effective January 21, 2005. I have accepted a position with CDE Company as an opportunity to further my career goals and achieve growth within a supervisory role.

It has been a genuine pleasure working for ABC Company during these past four years. The work has been challenging and productive, and I have thoroughly enjoyed working with ABC's fine staff of professionals. I will miss my associations here.

If I may be of any assistance in the recruitment, hiring process or training of my replacement, please know that I will gladly make myself available to this effort. In addition, I have created a new SOP for my position that should help any new employee in his or her transition.

Thank you again for allowing me to serve ABC Company and for providing me with this opportunity. I wish you and ABC Company continued success in all your endeavors.

Sincerely:



Jack Splat

cc: Mr. P. Alexander
Ms. Kasey Smith

123 Any Street
Any City, Any State 34567

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