

JANE E. DOSER

1234 Any Street ■ AnyCity, AnyState 23489
(777) 609-9011 ■ JaneEDoser@anyemail.com

January 5, 2011

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

Re: Resignation Letter of Jane E. Doser, Sales Representative

Dear Mr. Doe:

It is with both regret and anticipation that I submit this letter of resignation, effective January 19, 2011.

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. A copy of this SOP accompanies this letter.

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,

Jane E. Doser
Encl.

cc: Mr. P. Alexander
Ms. Kasey Smith