

Charles Bloomberg

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Company A

Dear [Mr./Mrs./Ms.] [Name],

I regret to inform you that I will be resigning from my position as the Freelancer as my contract with Company A will be expiring on April 20, 2022. I have enjoyed my time with the company, and I have learned and grown a great deal. I am happy to have been a part of the company, and I would like to thank you for the opportunities I have had at Company A.

I am saddened to be moving on from the company, but I am going to be taking on new challenges with Company B. I hope my experience here has helped the company with their projects and I am happy to have been a part of the team.

If you have any questions or concerns, please feel free to contact me. I will be available to help you with any final projects.

Sincerely,

Charles Bloomberg

A handwritten signature in black ink, appearing to read 'Charles Bloomberg', with a long horizontal flourish extending to the right.