

John Smith

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123 Road, St., New York NY 11121

June 1st, 2019

Company Inc.

Sarah Doe

sarah@company.com

Senior Management

123 Business Road, New York NY 11121

Dear Sarah —

This resignation letter is to inform you that I have accepted the position of Senior Engineering Manager on the Sales team, alleviating the duties of Engineer on the Product Development team. I am very excited about this opportunity to advance within the company, and I look forward to working with you through another team. We've discussed providing a two week transition period to alleviate the duties I currently have. The last day of my work as an Engineer on the Product Development team will be August 2nd, 2019.

I am very grateful for this opportunity, and I look forward to starting my new position as Senior Engineering Manager on August 3rd, 2019.

Thank you so much,

John