

# Resignation Email

From,  
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To,  
Harry Daniels  
2219 Eget St.  
Tacoma AL 292129  
(654) 098-1354

Dear Harry Daniels,

I am writing this letter to inform you that I am resigning from the organization's Marketing manager post which I had been serving for three years. This organization has given me a lot and shaped my future to achieve success.

According to the company's policy, I have to serve a 2-week notice period therefore, I am submitting a letter 2-weeks before. After giving a lot of thought, I have decided to grab the opportunity I am getting to step up my career. I am grateful to have worked with such a hardworking team.

Thank You.

Yours Sincerely,  
Joe Jonas