

Resignation Email

From,
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Date: 8 April 2022

To,
William Green,
B-6, Building 4,
Idaho, USA-80004
williamg@yahoo.com
(+32)-2269-84423-8

Dear William,

Consider this letter as my resignation from the organization's Marketing Executive position, which I had been serving for 3 years. With a heavy heart, I am writing this letter as I had enjoyed working in such a prestigious organization. These 3 years have enhanced my skills therefore, I am thankful to each member who cooperates with me throughout my tenure.

Due to personal reasons, I have to leave. But I'll cherish the time working here. Also, if I can be of any help in the transition process, please let me know.

Thank You.

Yours Sincerely,
Rachel Pattinson