Resignation Letter Sample

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Your contact information

March 24, 2008

Today's date

Ms. Jennifer Crum
Vice President
Right Copy Inc.
111 City Place
Toronto, ON M6G 8H6

Employer contact information

Dear Ms. Crum,

Salutation

Indicate the position from which you are resigning and the effective date.

I am officially tendering my resignation from my position as Account Director at Right Copy. My last day will be three weeks from today, April 13th 2008, as per the conditions stated in my employment agreement.

I would like to thank you personally for the opportunities I've had working directly with you for the past five years.

Please let me know how I can best assist with the transition.

You may choose to express thanks to your employer and/ or colleagues.

Sincerely,

Sign off and signature.

Peter Sanford

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