

JENNIFER PALMER

JOB TITLE

TO: STEPHEN CLARK

Director

Company Name

Company's Address

Date

Please accept this letter as formal notification that I am resigning from my position as project manager with the marketing department. My last day will be <<date>>.

I have enjoyed working at this company & thank you for the great opportunity for growth that you have provided me. I always wish you and company all the very best. Please don't hesitate to ask me for any help in future.

Thank you very much.

Your signature

Your name