

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1.

Thank you for the opportunities for professional and personal development that you have provided me during the last three years. I have enjoyed working for [name of organization] and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name

MESSAGE AND TIP FROM WONDERSHARE

You can use **Wondershare PDFelement** to edit the above PDF template and fill the according information of your own.

What's Special with Wondershare PDFelement

Powerful PDF Form Templates and Filling/Creating/Editing Function.

FILL & CREATE PDF FORMS AND TEMPLATES.

Fill and sign any PDF forms you have at hand. And use six interactive field options: text, buttons, check boxes, radio buttons, list boxes, and dropdown lists to create your own.

FIRST NAME	LAST NAME
Richard	Evans
E-MAIL ADDRESS	PHONE NUMBER

EDIT FORMS AND TEMPLATES EASILY.

Download PDF form templates to edit and make it your own and you can also use annotating tools to mark up the text.



Text Field

Make Selection



More Functions of PDFelement

Convert PDF

Convert PDF from & to various file formats like Word, Excel, Powerpoint, Image, Html and more.



OCR PDF

Make your scanned and image-based PDF into searchable and editable files.



Annotate PDF

A variety of annotating tools for your choice and add comments to PDF as easy as pie.



Protect PDF

Secure your PDF with passwords and permissions. Safe with all the data you have.

