Box 10001
Alfred Station, NY 14803
May 17, 2006

Ms. Valerie Pentucci, Director
Company X Enterprises, LLC
123 Fake Street
East Cupcake, NY 12345

Dear Valerie:

As you know, I have accepted a new position with XXXCXCXCXC.

Please accept this letter as written notice of my resignation from Company X Enterprises, LLC, effective at the end of the business day May 21, 2006, two weeks from the date of this letter. I have accepted a position as corporate outreach manager at YoYoDyne Industries.

My time at Company X has been invaluable and set the foundation of my career and skills, particularly in planning. This will be the foundation of my new position. Your mentorship also has been vital to my development, applying encouragement always and structured criticisms to my successes and failures. I can only hope my next supervisor will be as guiding, and encourage creativity and independence.

I will miss Company X and always think of it fondly. I will stay in touch and keep you apprised of my career and life; I hope you will do likewise. Again, thank you for everything, and best of luck in the future.

Sincerely,
(Signature)
Blaine Westervelt