

## **Sample letter of resignation**

Ms. E. Brown  
22 Poplar Crescent  
Anywhere, AB T2K 4Z7

March 25, 2010

Mr. R. Richardson  
President  
J. Fabricators Ltd.  
92 Byng Avenue  
Anywhere, AB T8T 3Y9

Dear Mr. Richardson:

This is to notify you that I am resigning from my position as Marketing Co-ordinator with J. Fabricators Ltd. My last day of employment will be April 12, 2010.

My experience with the company has been very rewarding and I appreciate the time I spent working here. I wish you and the organization continued success.

Sincerely,

Emma Brown