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To:  
Isabelle M. Larson  
Manager, HR  
Smith Communications  
123 Main Street  
Suite B  
Columbus, OH 43266

March 1, 2014

Dear Ms. Larson,

As you may already be aware, I am planning to retire this year from my position as manager of Smith Communications. It has been a wonderful experience but I look forward to enjoying my retirement. My last day of work will be Monday, March 31, 2014, so please accept this letter as my official 30 days' notice of resignation. I feel confident that my efforts in my last month will keep you and Smith Communications from suffering any inconvenience as a result of my resignation.

I will continue to work as usual in my last month, while gradually working toward transfer of responsibility to my replacement. I am sure that promoting my assistant manager to take over my position is the right choice for Smith Communications and I hope I can look forward to further discussion with you on this subject. Please feel free to call me at (555)555-5555 or email me at [email]

Although I have enjoyed the great work environment and people at Smith Communications during my service there, I look forward to what the rest of my future may hold. I will always be grateful for all of the excellent experience and opportunities I have gained there. I wish the entire team at Smith Communications continued success in all and want you to know how much I sincerely appreciate your understanding.

Yours sincerely,

**Joshua King**

Joshua H. King  
Manager  
Smith Communications