

Stephanie A. Gardner
123 Broadway Street
Suite 1
Columbus, OH 43266
Tel: (555)555-5555

To:

Benjamin D. Williams
Manager
Smith Communications
123 Main Street
Suite B
Columbus, OH 43266

July 1, 2014

Dear Mr. Williams,

I just wanted to confirm my resignation from my position as project director at Smith Communications. I am so thankful for my job there, but have recently decided to take my career in a different direction. My last day will be July 15, 2014, so it is with sadness that I give my two weeks' notice of resignation from Smith Communications in hopes that you will understand.

I would be more than happy to work in advance to eliminate any inconvenience that my resignation may cause, and would like to discuss this with you if you would like to contact me at (555)555-5555 or [email] Let me know as soon as possible if I am needed to work with a replacement.

Thank you so much for the wonderful patience and cooperation you have shown me during my time at Smith Communications. I regret to leave the great work environment but look forward to the future. I am thankful to have had this job opportunity and earn so much experience. I wish you continued success and hope to keep in touch with you in the future..

Yours sincerely,

Stephanie Gardner

Stephanie A. Gardner
Project Director
Smith Communications