



*Sample Letters*

**RESIGNATION LETTER**

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Ronald Somebody  
1009 Anyplace Avenue  
New York, New York 10003  
(718) 000-0000

December 29, 2004

Donald Doe, Administrative Manager  
Paperback Management, Inc.  
8888 Somewhere Street  
New York, NY 10022

Dear Mr. Doe:

This letter is to inform you that I have accepted a position as an Administrative Assistant with a growing advertising company. Therefore I am tendering my resignation from Paperfront Management and would like to advise you that January 16, 2002 will be my last day of employment.

I would like to thank you for the experience of having worked for such a fine company. My employment with Paperfront has been very rewarding. I wish you and the corporation continued success.

Feel free to contact me at any time should you have any questions regarding my past work.

Sincerely,

Ronald Somebody