

Elizabeth Lee

Marketing Coordinator

To

Sarah Johnson

Human Resources Manager

Dear Sarah,

I am writing to formally resign from my position as Marketing Coordinator at Acme Corp, effective August 16, 2024.

I want to thank you for the opportunities for professional and personal development that you have provided me during my time here. I have accepted a position at Innovate Solutions that will allow me to advance my career in a new direction.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or handing off my responsibilities. Please feel free to contact me if you need any further information during the transition.

Thank you once again for the opportunity to be a part of Acme Corp. I wish the company continued success.

Sincerely,

Elizabeth Lee