

Resignation Letter

ELAINE ORTIZ



To

Ms. Sarah Thompson

Bright Horizons Consulting

Dear Ms. Thompson,

I am writing to formally resign from my position as Marketing Coordinator at Bright Horizons Consulting, effective December 31, 2024, as I will be getting married and relocating to begin this exciting new chapter of my life.

From

Elaine Ortiz

Resignation Letter

This decision has not been easy, as I have truly enjoyed my time with the company. The experience and opportunities I've gained during my time at Bright Horizons have been invaluable, and I will always be grateful for the support and encouragement I've received from you and the team. It's been a privilege to work with such a talented group of people.

Details

Please let me know how I can assist in ensuring a smooth transition before my departure. I am happy to help with training a successor or completing any pending tasks to make this process as seamless as possible.

Phone:

(508) 555-9876

Thank you again for your understanding and support during this time. I wish Bright Horizons continued success, and I hope to stay in touch in the future.

Address:

Marlboro, MA

Sincerely,

Email:

elaine.ortiz@gmail.com

Elaine R. Ortiz