

LETTER OF RESIGNATION

Natalie Jenkins
123 Moonview Street
Charleston, SC, 12345

August 25, 2022

East Coast Marketing
123 Beach View Street
Charleston, SC, 12345

Dear Ms. Chen,

I am writing to inform you of my intention to resign from my job as Marketing Manager at East Coast Marketing, effective two weeks from today, August 25, 2022.

My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

I appreciate the opportunities you gave me during my time at East Coast Marketing. Please let me know what assistance I can offer as I transition out of my current role during the next two weeks. I hope we can stay in touch going forward.

Thank you,

Natalie Jenkins

Natalie Jenkins

Resignation Letter Samples

Doris H. Whalen



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