Julia Sanchez
Senior Marketing Manager
Acme Corp
12 Main Street, Ste. 3
Middleford, Ohio 44822

March 22, 2021

Miles Johnson
7 Oak Street
Middleford, Ohio 44822

Dear Miles,

Your resignation from your position has been accepted, effective on May 15, 2020 as requested.

I have no doubt you will continue to perform to your usual high standards during your remaining time with the company.

It has been a pleasure working with you, and I wish you all the best in the future. If I can provide a reference, please do not hesitate to ask.

Sincerely,

Julia Sanchez (signature hard copy letter)

Julia Sanchez