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