**Resignation letter due to a career change**

January 1, 2020

Joaquin Jackson  
Travel Lite Inc.  
5000 Memory Lane  
Spokane, WA 81343

Dear Mr. Jackson,

I am writing to you today to give my formal resignation from my role as Marketing Analyst for Travel Lite Inc. My last day of work will be January 14, 2020.

This was not an easy decision, but I have decided to pursue a career in the education sector.I am grateful for the experience and growth that Travel Lite, Inc. has offered me during my three years of employment. This experience will guide me as I move forward with my new career path. I will fondly remember my time with Travel Lite, Inc.

Upon my departure, I will return the electronic devices that Travel Lite Inc. has provided me, including the cell phone and laptop. I plan to contact all of my clients via phone and email to refer them to my colleague in the marketing department, Antonio Modric.

Please let me know how I can be of help during this transitionary period. I would be happy to assist in training my replacement.

Sincerely,  
Jamie Hernandez