Jerry Rodriguez

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September 1, 2018

John Lee

Manager

BDE Corporation

123 Business Rd.

Business City, NY 54321

Dear John,

I'd like to let you know that I am leaving my position at BDE Corporation on July 1st.

I have enjoyed my tenure at BDE, and I appreciate having had the opportunity to work with you. Thank you for the support and encouragement you have provided me during my time at BDE.

Even though I will miss my colleagues, clients, and the company, I am looking forward to starting a new phase of my career.

Please keep in touch. I can be reached at my personal email address (jerry123@gmail.com) or my cell phone, 555-123-1234. You can also reach me on LinkedIn (linkedin.com/in/jerryrodriguez).

Thanks again. It's been a pleasure working with you.

Best regards,

Jerry Rodriguez