Brady Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · brady.jones@email.com

September 1, 2018

Marcia Lee

WES Financial

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee:

I am writing to inform you of my resignation from WES Financial. This, of course, means I will no longer be working with your account. I will be leaving WES Financial at the end of this month, so my final day will be September 30, 2018.

I want to assure you that your account will not suffer at all, as all of my clients are being transferred to my esteemed colleague Michael Smith. He has worked at WES for over 20 years and I am extremely confident that you will get along great. He will continue to maintain your portfolio as I have unless you want to diversify more in the future.

If you have any questions concerning my resignation, please do not hesitate to email me up until the 30th. After that, Michael will be happy to schedule a meeting for you to get acclimated to the change.

Thank you so much for your understanding in this matter. It has been a pleasure working for you and I wish you all the best in your endeavors. Rest assured that your funds are in good hands.

Brady Jones (signature hard copy letter)

Brady Jones

Shelly Lau

123 Main Street, Anytown, CA 12345 · 555-555-5555 · shelly.lau@email.com

September 1, 2018

Jeff Lee   
Account Executive   
Upstate Consultants   
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

Please consider this letter our formal withdrawal from our contract with Upstate Consultants. This contract expires on September 30, 2018 and we will not be renewing for 2019.

Our relationship with Upstate has been an incredible experience. You have been a valuable resource for our company and we truly appreciate the work you have done for us as clients. I greatly enjoyed working with such a unique group of people, and I am very thankful for the time we shared.

I will always appreciate all of the work you have done for us at Upstate Consulting. Please let me know if there is anything I can do to tie up any loose ends. I wish you all the best.

Sincerely,

Shelly Lau (signature hard copy letter)

Shelly Lau   
Travel Director   
Acme Travel

Davey Rodriguez

123 Main Street, Anytown, CA 12345 · 555-555-5555 · davey.rodriguez@email.com

September 1, 2018

Keith Lee  
Manager   
Acme Auto  
123 Business R   
City, State Zip Code

Dear [Client Name],

Thank you for the opportunities for freelance work that you have provided me. I appreciate the projects, however, I am resigning from work as an independent contractor to pursue full-time salaried employment.

I will be available for the next two weeks if you have assignments you would like my assistance with.

Also, if you have any follow-up questions on the projects I have completed, don't hesitate to contact me at 555-555-5555 or [davey.rodriguez@email.com](mailto:davey.rodriguez@email.com).

Sincerely,

Davey Rodriguez (signature hard copy letter)

Davey Rodriguez