**SINCERE AND APPRECIATIVE RESIGNATION LETTER**

Jenny Marsh  
234 Willow Lane  
Kirksville, MO 63558

June 2, 20XX

Adam Smith  
Transform Fitness Apparel  
234 Osteopathy Road  
Kirksville, MO 63558

Dear Mr. Smith,

I am writing to inform you that I'm resigning from my position as sales representative for personal reasons, effective June 15. This allows me two weeks to help make arrangements for my replacement.

I am deeply appreciative of the opportunity to work with Transform Fitness Apparel for the last four years. I have grown as a salesperson and learned a great deal from you during that time. I have also had the opportunity to meet and work with a terrific team, whom I will miss when I'm no longer here.

Please let me know what I can do to help make this transition easier, as it is definitely not my intention to leave you or the team short-staffed. While I will be leaving on the 15th of June, I will be available for follow-up calls for an additional two weeks after that, should you or any of the sales team have questions or concerns.

I wish you and the entire team at Transform Fitness nothing but the best and will keep in touch.

With gratitude,

Jenny Marsh