Kendra Lau  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
kendra.lau@email.com

July 24, 2020

Jeff Dougherty  
Account Manager  
Ivory Dental  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Dougherty:

I have thoroughly enjoyed working at Ivory Dental. However, I wanted to let you know that I have secured a full-time position. My last day of work will be August 7, 2020.

I appreciate the opportunities you have provided me during my time with the office.

Sincerely,

Kendra Lau (signature hard copy letter)

Kendra Lau