**WARM AND MEANINGFUL RESIGNATION LETTER**

Jennifer Chow  
553 Macadamia Lane  
Madeira, CA 16385  
567-459-1627

August 15, 20XX

Luis Rodriguez, Director of Sales  
Atlantis Solutions, LLC.  
90876 Business Loop Highway  
Madeira, CA 16386

Dear Mr. Rodriguez:

I am writing to inform you that I am leaving Atlantis Solutions 28 days from the date of this letter. While I've thoroughly enjoyed working on your team, several pressing personal issues demand that I resign my position to focus on said issues. My final day will be September 12, 2019.

I am very grateful for all the opportunities I've been given along the way. Please allow me to do whatever is necessary to ensure a smooth transition after I move on. There are several team members who I believe would be strong candidates for my position or I would be happy to contribute to finding an external replacement.

Once again, I'd like to thank you for the opportunity to be a part of Atlantis Solutions. I hope that we can stay in touch and I wish all the best for you and Atlantis in the future.

Sincerely,

Jennifer Chow **(signature, hard copy letter)**  
Jennifer Chow **(typed name)**