Brittany Miller

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 July 1, 2021

Jennifer Rodriguez

Senior Graphic Designer

LMK Corp

30 Main Street, Ste. 3

Seaside, Rhode Island 02804

Dear Jennifer,

I wanted to drop you a line personally to let you know that I’ll be leaving LMK at the end of the month. I’m sorry to go, but as you know, I’ll be starting school in August and I want to give my studies my undivided attention.

I’ve learned so much during my time here, and you’ve been a big part of that. I want to thank you for your mentorship and guidance when I was an intern, and your support during my search for the right graduate program.

Please keep in touch. My email address is brittany.miller@email.com and my phone number is 555-555-5555. Let’s get coffee sometime during the coming semester, and you can tell me all the news about the best team in the business.

Thanks, and best regards,

*Signature* (hard copy letter)

Brittany Miller