Judy Rodriguez

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April 18, 2022

Ms. Josephine Billings  
Chief Executive Officer   
Acme Company   
456 Main St.   
Philadelphia, PA 12345

Dear Ms. Billings,

This letter is to confirm my resignation as the Online Editor at Acme Company. I have accepted a position as Senior Online Editor at a growing media company in New York. I am looking forward to my new position and the challenges that await me.

My last day of work will be April 29, which provides plenty of time for me to finish ongoing projects and to turn over my position to my replacement.

You can always reach me at 555-555-5555 or judy.rodriguez@email.com. My experiences at Acme have been very rewarding. I appreciate having had the opportunity to work for such a fine company, and I wish you and the company continued success.

Sincerely,

*Signature* (hard copy letter)

Judy Rodriguez