Steve Lau

123 Main Street, Anytown, CA 12345 · 555-555-5555 · steve.lau@email.com

July 15, 2022

Ginger Lee  
Manager  
Watson and Smith  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee,

I’m writing today to notify you that I will be resigning from my position as receptionist effective two weeks from today. I have enjoyed my time here at Watson and Smith, and I thank you for the opportunity and training you have provided over the past five years.

Please contact me with any questions, and I will be happy to help with any preparations you need to bring in a new receptionist. My email is steve.lau@email.com, and my cell phone is 555-555-5555.

Sincerely,

*Signature* (hard copy letter)

Steve Lau