

Your Name  
Title  
Address  
City, State Zip Code

Date

Employee Name  
Address  
City, State Zip Code

Dear Miles,

It is with great regret that I formally acknowledge receipt of your resignation notice on June 10th. Your resignation has been approved and, as requested, your final day of work here at JQB and Sons will be June 30th.

It has been a pleasure working with you, and on behalf of the team, I would like to wish you the very best in all your future endeavors. Included with this letter please find an information packet with detailed information on the resignation process.

If you have any additional questions, please do not hesitate to contact the office. Thank you again for your positive attitude and hard work all these years.

All the best,

Handwritten Signature (hard copy letter)

Typed Signature