January 1, 2019

John Smith
john@smith.com
888-888-8888
123 Road, St., New York NY 11121

Company Inc.
Bryan Doe
bryan@company.com
Senior Management
123 Business Road, New York NY 11121

Dear Bryan —

It is with a heavy heart that I must submit notice for my employment to end at the ideal date of September 1, 2019 and relieve my duties as Director. I am incredibly grateful for the opportunity that Company Inc has provided me. And the guidance that you have shown me. I would be happy to assist in the transition and I look forward to staying professionally connected.

Sincerely,
John Smith