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