**Kelly Yin**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · kelly.yin@email.com

September 1, 2018

James Yang

Director, Human Resources

Acme Software

123 Business Rd.

Business City, NY 54321

Dear Mr. Yang,

I am writing to inform you of my resignation from my position as advertising coordinator, effective October 1, 2018. I appreciate all the opportunities you, as well as the rest of the team, have provided me during my tenure with the company.

If I can be of any assistance during the transition, please don’t hesitate to ask. I’m always available for questions, if need be.

Sincerely,

Handwritten Signature*(for a hard copy letter)*

Kelly Yin

**Angel Hernandez**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · angel.hernandez@email.com

September 1, 2018

Edward Yau

Director, Human Resources

Acme Supplies

123 Business Rd.

Business City, NY 54321

Dear Mr. Yau,

I am writing today to submit my resignation from the evening front desk receptionist position, effective two weeks from today, September 15. Thank you so much for the time you've allowed me to spend with the company.

I’ve learned a lot about the organization and how to work with both customers and the general public. It’s been a pleasure working with you and the rest of the administrative staff.

I have accepted a similar position with another company so that I can work daytime hours. If it would be helpful, I am happy to assist with the transition and train a replacement receptionist through my final day. If you have any questions, please let me know.

Sincerely,

Angel Hernandez