

## Judy Rodriguez

123 Main Street, Anytown, CA 12345 · 555-555-5555 · judy.rodriguez@email.com

December 30, 2018

Ms. Josephine Boss  
Chief Executive Officer  
Acme Company  
456 Main St.  
Philadelphia, PA 12345

Dear Ms. Boss,

This letter is to confirm my resignation as the **Online Editor at Acme Company**. I have accepted a position as Senior Online Editor at a growing media company in New York. I am looking forward to my new position and the challenges that await me.

My last day of work will be **January 14th**, which provides plenty of time for me to finish ongoing projects and to turn over my position to my replacement.

You can always reach me at **555-555-5555** or **thomas.applicant@email.com**. My experiences at Acme have been very rewarding. I appreciate having had the opportunity to work for such a fine company, and I wish you and the company continued success.

Sincerely,

Judy Rodriguez (signature hard copy letter)

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