Billy Hass,

55th Perth Street

Hollywood, CA 35122

555-265-008

Hass88@email.com

March 10th, 20xx,

Sandy Bing,

Chief Operations Officer,

Bliz & Dare Inc.

104 Pearl Avenue,

Long Island, MI 4412

Dear Ms. Bing or Ms. Bing

After five years of service, my tenure at Bliz & Dare Inc. will end on March 15th, 20xx, as I have accepted a position at Helix Technologies as a step towards my career development. I would like to appreciate you for your continued support throughout the five years.

Since the first day I joined Bliz & Dare, you have always held my hand, and due to your words of encouragement, I always found the motivation to continue working for the company and myself. You have been a teacher by showing me different approaches to financial freedom, and more than that, you’ve been a friend when necessary. I am better at making hard decisions at work, more assertive, and knowledgeable in competitive marketing from working under your supervision.

I hereby wish you and my former colleague good health and success moving forward. I very much appreciate your understanding and support in regards to my decision to leave the company. My phone number is 8882- 0012- 555 for I hope that this letter is not the end of our interactions

Best wishes,

Bill Hass