**Joseph Harrington**

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February 14, 2022

Nicole Megress

Chief Marketing Officer

ABC Marketing Group

2960 Main Street

Santa Monica, CA 90405

Dear Nicole:

Please accept this letter as notice of my resignation from my position as Marketing Director. My last day of employment will be February 25, 2022.

I received an offer to serve as Vice President of Marketing with a fortune 500 company, and after careful consideration, concluded that this opportunity aligns with my career growth. It has been a pleasure working with you and your team over the last five years. I want to personally thank you for the opportunities you have given me. Your mentorship has helped me to grow, professionally and personally. I am incredibly grateful for everything you have done and wish you and ABC Marketing Group continued success.

In terms of transitioning, I am happy to work closely with you to come up with a transition plan that would work well for everyone. My calendar has open availability for transition meetings to ensure that everything is smooth and seamless. Please let me know if you would like for me to partner with the new Marketing Director to assist with training before my departure.

Thank you again for the opportunity, and I wish you and ABC Marketing Group all the best for the future. Feel free to email me anytime at josephharr@gmail.com or call at 310.555.5555.

Sincerely,

Joseph Harrington