**Resignation acceptance letter where the employee serves notice period**

*Adam Myers*  
*VP of Marketing*  
*Turner Corp.*  
*923 S. Main St.*  
*Savannah, GA 83231*

*Jan. 17, 2020*

*Justin Green*  
*9016 N. Lancing Road*  
*Savannah, GA 82331*

*Dear Justin,*

*Your resignation from your position as director of marketing has been accepted, effective on Feb. 1, 2020, as requested.*

*I am confident that you will continue to perform at the highest standards during your remaining time at Turner Corp.*

*I speak on behalf of our entire department when I say that it has been a pleasure working with you for the last three years, and I wish you nothing but the best in the future. Along with this letter, I am including additional information about Turner's resignation process.*

*If you have any questions about the enclosed information or the process in general, please do not hesitate to contact me or the HR department. Thank you again for all of your hard work.*

*Sincerely,*

*Adam Myers*