Sample

Chelsea Main  
65 East Boulevard  
Cleveland, Ohio 44101

June 4th, 2017

Mr. Michael Edwards  
Owner & Manager  
Bull Whip Restaurant  
1206 Harold Ave  
Cleveland, Ohio 44121

Dear Mr. Edwards,

I am writing this letter to give you official notice that I will be leaving my position as Floor Manager at Bull Whip Restaurant, effective as of June 18th, 2017.

It has been a great pleasure to work at Bull Whip this past year and it is only after careful consideration that I have made this decision. I would like to thank you, as I have learned a great deal from the high standards that you hold your business and employees to. By being a part of a team that operates in such a high stakes environment, my management and problem-solving skills improved drastically.

If you need any assistance finding and training a replacement, I would be happy to help in any way that I can during the next two weeks.

Thank you again for everything that I have gained while managing your front-of-house team. I have made memories that will last a lifetime. Feel free to contact me at my personal email address or by phone.

Sincere Regards,

Chelsea Main  
(555) 555-2222