**Example 1:**

Christina Little  
103 Beach Ave.  
Virginia Beach, VA 35122  
923-223-1234  
Christina.Little@email.com

June 20, 2020

Gregory Neilson  
Director of Marketing  
Digital Solutions  
2003 N. River Road  
Virginia Beach, VA 35122

Dear Mr. Neilson,

As you are aware, Tuesday is my final day with Digital Solutions before I begin my new position at Westwood Agency.

I wanted to write and express my deepest appreciation for all of your support and guidance during the five years I have been with Digital Solutions. When I began my career here, it was only as a social media manager, and under your leadership, I was able to grow into the role of a digital marketing manager. Though I am moving on to another opportunity, I remain grateful for the opportunity you originally offered me.

I hope we can stay in touch, and I wish you and the rest of the team continued success.

Yours truly,  
Christina