Patricia Limbus
Strong Heel Packaging
777 Factory Dr.
Lander, WY 82520

Dear Ms. Limbus,

I am writing you to officially tender my resignation from Strong Heel Packaging as manager. I will be leaving in two weeks, on February 3, in accordance with my contract.

While I greatly appreciated my time with your company, recent changes in the departmental organization have changed my position at Strong Heel Packaging. I feel that it's best for my career in operations management to seek a position that supervises both factory management and production control.

Please let me know if I can be of assistance during this transition.

Sincerely,

Signature (hard copy letter)

Cory Fisk