Jane Martin

Project Manager

ABC Company

New Jersey

28th March, 2008.

To,

Danielle White

General Manager

ABC Company

New Jersey

Dear Ms. White,

This is to inform you that I am leaving New Jersey for San Jose on 1st April so as to be closer to my family.

I would like to place on record my sincere gratitude and appreciation for your guidance during my tenure as Project Manager in your company.

I take away with me a great experience and shall cherish my tenure in the company for many years to come.

I have handed over all the relevant documents to the new person taking over from me and have briefed him thoroughly regarding all professional matters.

I will keep you posted about my new contact details, and in the meanwhile my email id remains the same in case you wish to contact me.

Thanking You,

Sincerely,

Jane Martin