Mr. Norman Dickens

Sales Representative

Forever Homes, Inc.

November 18, 2010

Mr. Andrew Stiles

Sales Manager

Forever Homes, Inc.

Dear Andrew,

You have been a close friend and my most reliable mentor on the job so I would like to personally announce to you that I am resigning from my position starting next month.  I know you might be disappointed in my decision but it is a must for me since my family is relocating to New Jersey to help care for my ailing parents.

The decision is also sad for me but it is also a happy one since I will be able to be with my parents in their most trying times.  Not many would make such a decision but my family is close-knit and we care for each other very much.  Thank you for all the help you have extended during my stay in the company.  I know your career in the company will grow and I wish you all the best in your personal and family life, too.

Keep in touch.

Your friend,

Norman