Mr. Peter Harvey

Roxbury Ln

Dallas, TX 75229

January 17, 2011

Mr. Andy Johnson

Sales Manager

One Company

Dallas, TX 75229

Dear Mr. Johnson,

I write this letter to formally say goodbye to you as I resign from my post as assistant sales manager in the company.  Under your supervision, I have grown personally and professionally in the past fifteen years.  I am proud to have known you and worked with you as sales manager.  If not for your advices, I would not have reached my position and worked well until my resignation.  You have also made my last years in the company very meaningful.

Thank you for being a mentor and friend.  I would not have survived the many struggles I faced in the profession without your support.  I wish you all the best in your career.  May your career continue to flourish and prosper in your life.

Respectfully,

Peter Harvey