

Jim Ryan
XYZ Corporation
1234 Morningside Road
Augusta, ME 04330

September 25, 2005

Dear Jim,

It is my unfortunate duty to inform you of my resignation, effective two weeks from today.

I have enjoyed working here these last several years very much. I felt welcome right away, and that feeling only grew over time. I will always remember this job as one of my favorites. As you know, under other circumstances I would not be leaving.

I would like to thank everyone for their support and caring. It has meant so much to me to be part of a "work family". I will carry memories of everyone here as I go forward in my life. Better yet, with any luck we will still be in touch for many years.

Thank you again for a warm and satisfying work experience.

Sincerely,

Janet Smith