Phillip Rodriguez

123 Main Street

Anytown, CA 12345

555-555-5555

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September 1, 2019

Mr. Grayson Keeler

National Pride Bank

666 Heep Rd.

Newton, MA 02458

Dear Mr. Keeler:

Please accept this letter as my formal resignation from National Pride Bank as loan manager.

While my contract requires me to work until February 3, I would be obliged if I could cease work immediately. I will assume this is satisfactory unless otherwise noted.

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

Respectfully yours,

Phillip Rodriguez