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July 14, 20XX,

Mr. Herbert Spencer,
Personnel Manager,
Micro Sun Enterprises,
#115 Cabal Street,
Los Angeles, CA

Dear Mr. Carlos,

The purpose of this letter is to inform you that I will be leaving my position as Software Engineer with the Macro Enterprise effective August 15. I will be moving to the Sacramento area in the near future.

Thank you for the reinforcement offered and the number of wonderful opportunities that you have furnished me while I worked at your Office. I have relished every moment of my job as a software engineer with the company. Also, the experience gained during this tenure at your office is of great help to tackle with my future.

If I can be of any aid during this change over, please inform me of it. It would be my immense pleasure to be of any assistance to you.

Very truly yours,

Zidane,

Software engineer,
Microsun Enterprises.

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