Jack Peterson  
Marketing Director  
Superlative Solutions  
2894 Frontage Drive  
Baton Rouge, LA 70801

October 28, 2019

Dear Mr. Peterson,

I am sorry to have to inform you that, for personal reasons, I am resigning from my role as Marketing Manager effective immediately. My last day will be tomorrow, October 29, 2019. I am sorry to be unable to work my full notice period, but I will complete the work on the Anderton project before I go and ensure that all my files and notes are available to you and the team.

I will be available by phone and email to answer any questions from my successor and do whatever I can to help them with the transition.

Thank you so much for being such a supportive manager. You have really helped me to develop my marketing skills and industry knowledge. I have enjoyed working at Superlative Solutions, and I will miss all my colleagues in the marketing department.

I apologize for any inconvenience that my resignation will cause and wish you every success in future projects.

Sincerely,  
Daria Benson