

Sample

1. Proper Noun Plural
2. Verb Present Ends In Ing
3. Verb Base Form
4. Verb Base Form
5. Proper Noun Plural
6. Proper Noun Plural
7. Proper Noun Plural

Sample

Dear _____, Proper Noun Plural

I am _____ to _____ you that I will _____ from working at
_____. Verb Present ends in ING Verb Base Form Verb Base Form
Proper Noun Plural Proper Noun Plural. I accepted a teaching job Proper Noun Plural Zanesville
High School that will start on August 19, 2016, and I need time to prepare for the new position.

Thank you for providing such a wonderful, accommodating working environment during my three years of
employment. I have learned so much from my time here, and I am truly happy to have been a member of the
Rack Pack!

Best regards,