

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 _____ Verb Present ends in ING _____ to _____ Verb Base Form _____ you that I will _____ Verb Base Form _____ from working at

_____ 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,