Anna Johnson, LPN  
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(999) 000-9878  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ email . com

September 22, 2015

Mr. John Doe  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
88 Example Avenue  
Vaughan, ON C5S 9W7

Dear Mr. Doe:

I am writing to submit my official resignation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective two weeks from today. My last day on work will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

On my part, this was not an easy decision. The past three years as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been extremely rewarding. I have taken pleasure in working for you and managing a very competent staff to deliver on-time and quality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for the opportunities for development that you have provided me during the last 3 years. I wish you, my colleagues and the staff of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all the best. I will remain available at my place of work till the last day of my work. It will be a pleasure to train and hand over my responsibilities to my replacement.

Sincerely,

(Signature)  
Anna Johnson, LPN  
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