151 Kauri Rd

Wellington

(04) 444 4444

19 October 2018

Ms Boss

Market Research Manager

Marketing Insights Ltd

106 Branding Road

Auckland

Dear Ms Boss

I wish to inform you that I am resigning from my position as market researcher for Marketing Insights Ltd. My last day of employment will be 16 November, 2018.

I have accepted an offer of employment at Every Opinion Counts Co. as a senior research analyst. Taking up this offer was not an easy decision to make but I felt I was ready for a new challenge in my career.

Thank you for the many opportunities I have had with this organisation. I’ve enjoyed being part of your team and have worked alongside some excellent people. I also appreciate the way you have supported me in my personal and professional development over the past 5 years.

Best wishes to you and the company for the future. I hope that you are happy to act as a referee for me if the occasion arises. Please let me know if I can be of assistance during the transition of the new market researcher.

Yours sincerely

Tracey Towers