

March 9, 20—

Mr. George Diallo  
Henson-Standlin Company  
1414 Cromwell Avenue  
Memphis, TN 38115

Dear Mr. Diallo:

This letter is to serve as notice that I will be leaving the Henson-Standlin Company on March 31. I have taken a position as service manager with Gantry and Sons in Salem, Oregon.

I have truly enjoyed working for Henson-Standlin and view my employment here as a valuable experience and an opportunity for professional development. Thank you for your guidance and assistance during the past three years; I sincerely appreciate it.

Best wishes to you for continued success.

Sincerely,

*Kelli Sullivan*

Kelli Sullivan

## **Letter of Resignation**