

Your Street Address
City, ST Postal Code

Date

Pat Cummings
Head Architect

accepted a position as head architect with a local organization in the public sector. I think that this new opportunity is well suited to my long-term career goals.

Thank you for allowing me the opportunity to work with and learn from such an outstanding staff. The knowledge I have gained in my year at ABC Corporation will surely aid me in my future endeavors. I am especially grateful for your close and patient supervision. Your kind encouragement assured me of my ability to handle all aspects of this industry.

If there is anything I can do to make my departure easier, please let me know.

Sincerely,

Eric Williams

Eric Williams

Adapted from Adams Cover Letter Almanac, Second Edition, 2006