

Dear Ms. Hines,

CC: HR Department

Future Golden, Inc.

Please accept this as my resignation from Future Golden, Inc.

In accordance with our contract, I am providing you with two weeks' notice. As a result, my final day at the office will be June 13, 2016.

I regret to part ways with Future Golden, Inc., but I am confident that the experience was beneficial for both the company and myself. I had a memorable two years with Future Golden and I will gladly recommend the company to anyone seeking information about it.

I am open to supporting the transition process and training the future Social Media Manager of Future Golden, Inc.

Thank you for the career opportunity with Future Golden, Inc. and for understanding the situation.

With respect,

Maryann L. Ramirez  
Sincerely,