

Dolores Harrington
3277 Olive Street
Toledo, OH 43604

February 17, 2016

Joseph Dawson
Hiring Manager
Toledo Solutions
123 North Summit Street
Toledo, OH 43604

Dear Mr. Dawson,

This is my two weeks' notice of resignation from Toledo Solutions, effective March 2. I thank you for the three-year experience at Toledo Solutions, but it is now time that I move on with my career. The knowledge I have gained as a Customer Service Specialist here will greatly aid me in my future career.

I believe that two weeks will provide enough time to find the proper replacement for my position. If there is anything I can do to aid in the process, don't hesitate to tell me.

Thank you for the rich experience provided at Toledo Solutions.

Best regards,

Dolores Harrington

Dolores Harrington, Customer Service Specialist