

Mr. Keith M. Davis,  
HR Manager  
Bound Brook Media  
2805 Duke Lane  
Bound Brook, NJ 08805

Dear Mr. Davis:

I am writing to inform you about my intention to resign from my position as Financial Analyst for Bound Brook Media. My resignation will be effective two weeks from today, March 14, 2016.

I appreciate the time spent at Bound Brook Media, working with esteemed team members in a friendly environment. Even though my current career priorities are not aligned with my duties as Financial Analyst at Bound Brook Media, I would like to kindly thank you for the experience the company has offered me in the past two years.

I trust that this two weeks' notice will be enough to find an appropriate professional to replace my position. Moreover, I am more than happy to assist in finding and training the new employee. Throughout this transition period, I will complete any tasks in progress and finish any projects started. Please let me know if there is anything I can do to simplify the process for the company.

Thank you for the opportunity of being a part of the Bound Brook Media team.

Respectfully,

*JShirley*

Jesse Shirley  
132 Hamilton Street  
Bound Brook, NJ 08805