

Lyle M. Harris
3675 Thrash Trail
Dallas, TX 75207
Employee ID 62738463
July 6, 2016

Dear Mrs. Spivey,

I regret to inform you that this letter represents my resignation from Dallas Deals. Therefore, I will be vacating my position as Marketing Manager, in two weeks' time from the date of this letter.

I would like to warmly thank you for accepting me as part of the Dallas Deals team for three fruitful years. I have learned a lot from my coworkers and superiors and the experience has been invaluable for me. Nevertheless, it is time that I move on with new business opportunities.

I will gladly carry out these two weeks with the same commitment as before. Moreover, I am open to assisting with any training required for the individual who replaces me.

I hope we can conclude our collaboration in good terms, and have the opportunity to work again when the time comes. Thank you for understanding.

Yours truly,

Lyle M. Harris

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