Lesley Coalter Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Printing Co.

112 S Broadview

Cape Girardeau MO 63703

To the Human Resources Manager

I would like to tender my resignation of my position. My last day of work will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will return all keys and other items in my possession that are company property prior to the last day of work. Consider this my written notice.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_