Tom Foster

Accountant

Credit Bank

Zoom Road

New York, NY 25056

tom.foster@creditbank.com

May 6, 2021

Elizabeth Harris

Human Resource Manager

Credit Bank

Zoom Road

New York, NY 25056

Dear Ms. Harris,

I would like to bring to your attention that I am quitting my Accountant position at Credit Bank. I will be leaving the bank officially on May 28, 2021.

I am grateful that you provided me with professional development opportunities over the last seven years. I must say I have had the best tenure ever at Credit Bank. I am honored to have worked with you and the fantastic team here to achieve the bank's objectives.

I was offered a Senior Accountant job at Facebook Inc., which I accepted. I look forward to using the knowledge and experience gained here in my next role.

If you need any assistance regarding the transition, kindly let me know. It would be my pleasure to help find a suitable person to fill this position and show them what's expected of an Accountant at this bank. I can also help with freelance tasks until my successor reports to work.

I wish you the best of luck in your future undertakings. I will be in constant touch with you to maintain our good relationship. You can find me using my personal email at tomfoster31@gmail.com.

Sincerely,

Tom Foster