Lavender Kelly

Left Street

San Francisco, CA 84013

046-462-0626

lavenderkelly17@gmail.com

May 14, 2021

Bill Smith

Founder & CEO

Smith & Co. Advocates

Outlander Street

Los Angeles, CA 81620

Dear Prof. Smith,

I am writing to inform you I will be officially leaving Smith & Co. Advocates two weeks from now.

This was a tough decision for me to make. The last seven years at this firm have been the best ever in my career. I enjoyed every moment here. The major cases we won gave me reassurance that I can achieve anything I want if I put in the required effort. I learned the nitty-gritty of law and how legal work should be done. This experience will help me greatly in my next role.

I have accepted a Senior Legal Advisor position at Microsoft Inc. This new role presents a new set of challenges that will enable me to grow professionally.

I wish this firm the best of luck. I will be delighted if our paths cross once more someday.

Sincerely,

Lavender Kelly