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March 17, 2021

Natalie Chetri

Managing Editor

Hot News

Kingston Ave

Dallas, TX 84310

Dear Ms. Chetri,

This letter serves to inform you of my resignation from Hot News as a Copy Editor. My last day here will be March 31, 2021, exactly two weeks from today.

For the past five years, I have had the best experience working under your direct supervision. I have learned valuable lessons from you and my coworkers, which have enabled me to grow immensely career-wise. I will forever be grateful for that.

For the rest of my time here, I will work to complete all the pending feature stories and assist my colleagues in doing their work in the best way possible. I will also organize a meeting with the writers and show them what to do to get the work done until you find a replacement.

I am sorry for the inconveniences and difficulties my resignation may cause. If there's anything else I can do to make the transition easier, kindly let me know.

Thank you once more. I wish you and everyone else at Hot News the best as you continue your work.

Sincerely,

Declan Jones