

Sample

1. Proper Noun Plural
2. Verb Present Ends In Ing
3. Verb Base Form
4. Verb Base Form
5. Proper Noun Plural
6. Proper Noun Plural
7. Proper Noun Plural

Sample

Dear _____
Proper Noun Plural,

I am _____
Verb Present ends in ING to _____
Verb Base Form you that I will _____
Verb Base Form from working at

Proper Noun Plural _____
Proper Noun Plural. I accepted a teaching job _____
Proper Noun Plural Zanesville
High School that will start on August 19, 2016, and I need time to prepare for the new position.

Thank you for providing such a wonderful, accommodating working environment during my three years of employment. I have learned so much from my time here, and I am truly happy to have been a member of the Rack Pack!

Best regards,