# #3 Short resignation letter

**Resignation Letter**

Harry Hanson

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August 1st, 2022

Lorna M. Michael

The OG Company

71 Address street, Los Angeles 90210, California, US

Dear Lorna,

Please accept this letter as my formal resignation from The OG Company from my position as a junior accountant, effective two weeks from today on Wednesday, August 15th 2022.

Please let me know how I can assist you to ensure a smooth transition.

I wish you and The OG company the best.

Sincerely,

Harry Hanson