

Mr. Edgar Norton
General Manager
Kramden Foods Company
15 Main Street
Newark, NJ 05555

Dear Ed,

With some trepidation, I am writing this resignation letter. My last day of employment with Kramden Foods will be April 14 of next month. While my tenure here has been a wonderful learning experience, I have been offered an exciting opportunity that is far too promising to turn down.

The last nine years have been a pleasure. I started here as a clerk and never imagined I would end up a member of senior management. I cannot deny that without what I have learned working with you and our team of fantastic employees that I could even pretend this new opportunity would be offered to me. It was here at Kramden that I refined my skills in accounting, financial infrastructure and balance systems.

I am more than ready to help find my replacement. I would like my last official duty here to be ensuring a smooth transition, minimizing disruption to the company's operations as much as possible. I already have a few names in mind that I will pass along to you and other key management members via a confidential memorandum upon request.

I write this letter with a heavy heart. I would not like this resignation letter to be the end of my relationship with Kramden Foods. I would be honored to maintain contact with all of you. My personal email is rogersfood@yahoo.com and my cell is 555.555.5555.

All the best,

Roger Seawell