To

[Recipient Name]  
[Company Name]  
[Address]

Re. Informing the Resignation of Mr. Joe Harari

Dear Sherman,

I am writing this letter to inform you about the resignation of Mr. Joe Harari who was a Customer Care Officer in our company and was able to deal with the fresh clients.

Mr. Harari who was a competent member of our team left the company because of his immigration from the country. He indicated the company that due to some family reasons; he has to shift to another country. As it is obvious that he was unable to keep working in our company, that is why he submitted a letter of resignation to the HR Manager of the company giving very impactful and effective feedback about his era of working with HBS Groups.

He also informed the manager that he was an associate to you in maintaining your contract with the company and accounts as well. As Harari is no more part of HBS Groups, that is why you are informed that Ms. Jenny Reckart will look after your contract's details and accounts further. For further details, don’t hesitate to dial +29808383 or write to [Email]

Sincerely

Gray Lockhart

Assistant Manager

HBS Groups and Co, NYC