

John Doe
12 Independence Way, SW
Washington, DC 20000

July 1, 2022

Rebecca Wrong
Associate Director
Department of Human Resources
1015 Half Street, SE
Washington, DC 20003

Dear Ms. Wrong:

I am writing to inform you of my resignation from my position of Supervisory Human Resources Specialist at DCHR, effective July 15, 2022.

Thank you for the support and the opportunities you have provided during the past five years. I have enjoyed working for the agency and growing a successful team to support the District of Columbia government. I am grateful for the opportunity you have given me to further my professional and personal growth.

If I can be of any assistance during the transition, please let me know.

I wish you and the entire DCHR team all the best.

Sincerely,

John Doe