

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

July 6, 2022

John Doe
12 Independence Way, SW
Washington, DC 20000

Dear Mr. Doe:

I am writing to formally acknowledge and accept your letter of resignation received on July 1, 2022, for the Supervisory Human Resources position at DCHR, effective July 15, 2022. We appreciate your five years of District government service and wish you the best in your future endeavors.

Sincerely,

Rebecca Wrong, Associate Director
DCHR