

12, Road 15  
Maadi, Cairo  
Tel: 2519 7634

April 23, 2020

Mr. Hatem Mahmoud  
Account Manager  
ABC Advertising Agency  
102 El Nile Street  
Maadi, Cairo, Egypt

Dear Mr. Mahmoud:

Please accept this as a two month notice of my resignation from my position as a senior account executive in the client services department. My last day of employment with ABC Advertising Agency will be June 24, 2020.

I appreciate the past four years of experience with ABC Advertising. It has made a considerable contribution to my professional development, and I hope that I have likewise contributed to the growth of the company. I appreciate all the training and support I have received from you and other senior staff in the company. However, I am currently interested in seeking career advancement in the field of public relations.

I want to assure you of my willingness to cooperate during the transition period. If you wish, I can train the new job holder to take over my responsibilities within the coming two months.

Sincerely,

Sarah Naguib