

April 16, 2021

Dear Mr/Mrs. Pitt:

Please accept this letter as my resignation from Pitt Productions, effective today, April 16th, 2021. My last day will be Friday, April 30, 2021. I want to take this opportunity to thank you for this experience and all the valuable career insights you taught me. It's been a pleasure working for you.

Over the next two weeks, I will write up a plan to help successfully onboard my replacement.

Thanks again for everything!

Tamara Jones