

May 15<sup>th</sup>, 2013

800 5<sup>th</sup> Street  
Bigville, WA 98002

Annette Duncan  
AlphaTech  
Bigville, WA 98003

Dear Mrs. Duncan,

First, I would like to thank you for a great experience at AlphaTech for the past two years. I am very sad that I have to leave the Customer Service department, but excited to relocate to the Sales department. I have learned so much from working with you and fellow colleagues. I loved our morning meetings with everyone. I really felt like our department connected as a family.

I know that you went through a lot training me and I really appreciate you taking the extra time to look after me to see if I had any questions or concerns.

If there is anything I can do in the future, please contact me. I have enclosed my updated resume including this Customer Service position.

Thank you again for this experience at AlphaTech. I hope we can all keep in touch and have a reunion soon.

Sincerely,

Karen

Enclosure