

Business Letter Matching

1. Date
A) 100 Broadway Lane, New Parkland, CA, 91010
Cell: (555) 987-1234
example-email@example.com
2. Body: detail
B) March 16, 2018
3. Salutation
C) R.Roland
ABC Industries
123 Warehouse Lane
New Parkland, CA 91010
4. Signature
D) Dear Mr. Roland,
5. Your address
E) Please accept my letter of resignation from my warehouse associate position with ABC Industries. My final day on the job will be April 28, 2015. I will be moving on to a warehouse supervisor position with another firm in order to advance in my career.
6. Body: Main Idea
F) I truly have had a positive experience in my time here at ABC. The work environment is extremely positive, and I can always count on my co-workers for support. Thank you so much for the chance to gain information about the manufacturing industry and warehouse efficiency.
7. Recipient's address
G) I want you to be assured that I will continue to give 100% on the job from now until my last day. Feel free to let me know how I can make the transition process a smooth one. I'm happy to help in any way I can. You can reach me at (555) 987-1234 if you need anything further.
8. Closing
H) Sincerely,
9. Body: Restate main idea; call to action
I) Jerome Watson