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| 1 Pimms Rd, London, W1A 1AA | | 07123 346 126 | jim.lad@gmail.com | |
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| 1 August 2023 | | | | |
| Phyllis Hemsworth  83 Smithy Rd  London  W1A 1AA  07123 983 327 phyllis.hemsworth@gmail.com  Dear Ms Hemsworth,  I am writing to provide you with notice of my resignation as a graphic designer at Rise Publishing, effective 8 August 2023. After careful consideration, I have decided to pursue other career opportunities.  I want to express my gratitude for the support and guidance that you and the team have provided me during my time at Rise Publishing. I am proud of the work we have accomplished together, and I am confident that the team will continue to produce high-quality work that exceeds expectations.  To ensure a smooth transition, I am committed to completing all outstanding projects and providing any necessary assistance to the team during the transition period. Please let me know if there are any additional steps I can take to make this process as seamless as possible.  Thank you again for the opportunity to work at Rise Publishing. If you need to reach me going forward, please use my personal email (jim.lad@gmail.com) and mobile number (07123 346 126).  Yours sincerely,  Jim Lad  **Jim Lad** | | | | |