

From: Holly Poe

April 15, 2016

To: Clothesline Cleaners

The intention of this letter is to inform Clothesline Cleaners that my last day of employment will be May 14, 2016. I have chosen to end my employment as a result of being offered a full-time position in health care administration, which has been my educational ambition. My experience working as a customer service representative for Clothesline Cleaners has been very positive. Clothesline Cleaners, from the very beginning of my employment, offered full-time hours with four days on and three days off, which I greatly appreciated. The work environment was relaxed yet structured, so I was able to plan how and when I would accomplish my duties during any given shift. Also, the management at Clothesline was and has been extremely supportive of me in providing on-the-job training, a flexible schedule and covering shifts in emergencies. My fellow customer service representatives were helpful and patient, and we did work well as a team. Even the customers at Clothesline were somewhat different from those at previous employers. The majority of the customers were kind and understanding (with some exceptions of course). One major aspect of this business that impressed me the most was just how strong and effective the company functions as a small business. My work ethic improved greatly as a result of the small business structure when compared to working for a corporation. My time here at Clothesline has been enjoyed, and I would most definitely recommend this job to a friend. Thank you for the opportunity to grow as an employee and learn a multitude of new skills.

Sincerely,

Holly Poe

