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August 11, 2011

Sara Steiner
Human Resource Director
Z Corp
2550 Pace Rd
Pittsfield, MA 01201

Dear Ms. Steiner:

I have learned a fair amount during my last transition and thanks to people like you, I've been able to discover helpful information that I will not forget. You are among those who have taught me the value of helping others and of attending to a network of professionals. And I hope someday to be of help to others. Please accept my sincerest gratitude for your assistance and for taking the time with me.

I am so happy to tell you that I just accepted a position as Director of Human Resources for ABC Corporation in Boston, MA. It is an entirely new field for me, as the company purchases and sells high end creative furniture pieces to other furniture companies around the world. I will be charged with improving customer relations and ensuring our employees live the mission of the corporation. As you are aware, this is an area of my expertise so it's a good fit and I hope to make a contribution very quickly. I am excited about the opportunity and will be relocating to Boston.

Here is my new business address:

ABC Corp
65 Townsend Drive
Boston, MA
617-899-1212
stravers@abc.org

Again, I thank you for your assistance. I hope we can stay in contact with one another. If I can ever be of help to you, please let me know!

Regards,

Susan Smith