**FORMAL RESIGNATION LETTER**

CEO, Goldmine Company

13 Main St.

Freetown. FA 80080.

Dear Sir/Madam.

Kindly find this letter as a notice that I will be resigning from my position as a human resource manager here at Unalive Group of Companies. My last day of work will be on 4/10/20XX, which will be two weeks from now.

My family and I are planning to locate elsewhere far from here. This will significantly affect my working with you.

I thank you for providing me with such a wonderful opportunity over the course of the last three years. You, together with your staff, created a conducive working climate that made it pleasurable to work with you each day. This is something I will definitely miss.

I am ready to offer any assistance necessary to facilitate the seamless transition of duties and responsibilities to my successor.

Sincerely,

Signature

David Zapeda