Dear Ms. Baker,

I am sending this letter to let you know that I am resigning from my position as assistant manager at Smith Communications. With the many family priorities in my life, I have decided to step back from work in order to best care for my loved ones. My last day at work will be May 15, 2014, so please accept this letter as my official two weeks’ notice of resignation from Smith Communications. I hope you can understand.

I regret any inconvenience that my resignation may cause and am willing to do all in my power to help make this a smooth transition for everyone. If I can be of any assistance in training a replacement or transferring responsibility elsewhere, please do not hesitate to let me know. My phone number is (555)-555-5555 and my email address is [email] I look forward to hearing from you.

Although I will miss everyone at Smith Communications, I have put a lot of thought into this decision and have come to the conclusion that it will be best for all parties involved. I am grateful for all the valuable experience I have earned and hope that perhaps I may be able to come back some day. I appreciate your patience and understanding in this matter.

Yours sincerely,

Angelica Nelson

Angelica P. Nelson

Project Manager

Smith Communications