Amelia Cornwall  
66 Cedar Street  
Lindsborg, KS 82941  
(000) 999-2030  
example@email.com

September 9, 2015

Mr. Emery Harrison  
Manager Human Resources  
Nashoba Valley Marketing Services  
66 Cedar Street  
Lindsborg, KS 81074

Dear Mr. Harrison:

This is extremely difficult to say, but considering my personal circumstances, I am unable to continue my work as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As mentioned in my employment contract, I am giving a two weeks’ notice of resignation. My last working day will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The decision to leave was not easy as I have worked here for a long time and considered my office as a second home. On the other hand, I should move to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the end of this month to look after my ailing mother.

During this two-week transition period, I will hand over my work to the employee whom you intend should take up my position. If there are any notes that you would like me to prepare or an exit procedure that I need to be aware of, please let me know.

Thank you very much for your ongoing help and guidance.

Sincerely,

**Amelia Cornwall**

Amelia Cornwall  
Secretary  
Nashoba Valley Marketing Services