**RESIGNATION LETTER DUE TO PERSONAL REASON**

December 2, 20XX  
  
Dr. Owen Taft, Director of Library and Information Science

Maine Institute of Information Science

78935 University Way

Sweetwater, Maine 56395

Dear Dr. Taft:

Please accept this letter as my formal resignation from my position with MIIS, effective December 6, 20XX, and my sincere apologies for being unable to provide two weeks' notice. I regret that, due to family issues beyond my control, I must resign immediately.

I will do what I can to get as much of my work done in the meantime to make the transition easier for the next person in the role. Thank you so much for the support that you have given me during my time with the Institute. I place incredible value on the years of guidance you've provided, and I wish you well in the future.

Sincerely,

Alonso Julio **(Signature, hard copy letter)**