**Resignation Letter Due to Schedule Conflict**

Dear Mr. Kelley,

I am just writing to let you know that I am resigning from my position at ABC Company due to a schedule conflict. As you may know, I have been working at ABC Company while simultaneously pursuing a bachelor’s degree. My class schedule has recently changed, making it impossible to attend university and work as usual. My last day at ABC Company will be July 8, 2014, so please accept this letter as my official one week notice of resignation. I hope you understand.

I apologize for any inconvenience that my resignation may cause to anyone at ABC Company. If there is any way I can be of assistance in transferring my responsibilities or selecting a replacement to take over my duties, please let me know. My telephone number is (555)-555-5555 and my email address is [email] I look forward to hearing from you.

I am glad to have worked at ABC Company even for a short time and will always be grateful for the valuable experience I have earned. I will miss all of my coworkers but know that my classes are important for my future. I wish ABC Company continued success and thank you for your understanding and patience with me during this time.

Yours sincerely,

Siobhan Green

Siobhan S. Green

Sales

ABC Company