Dear Mr. Lee,

I am sending you this letter to regretfully inform you of my upcoming resignation from my position as accountant of ABC Company. With my family’s move to Cincinnati set to happen this fall, I will no longer be able to keep this job. My last date of work will be July 1, 2014. I truly regret that I must resign from my position, as I have learned so much from this job and enjoyed the positive work environment.

I will also be individually notifying the rest of my team members of my intentions. I will also strive to transfer over responsibilities as much as possible where appropriate, while also finishing my current projects before my date of resignation. If you have any questions or concerns in regards to this matter, I hope you will not hesitate to contact me. My telephone number will remain (555)-555-5555 and my email address will remain [email]

I apologize for any inconvenience that my resignation may cause, and will put forth every effort to make the transition as smooth as possible for all parties. I wish my team members and ABC Company every success and hope that our paths will cross again someday. Thank you for your understanding in this matter.

Yours sincerely,

Christina Parker

Christina Parker

Assistant Manager

ABC Company