**RESIGNATION LETTER DUE TO PERSONAL REASON**

September 16, 20XX

Sandra Cooper, DVM

Parkland Veterinary Hospital

Dear Dr. Cooper,

It is with great sadness that I must inform you of my formal resignation from my position as a veterinary technician with Parkland Veterinary Hospital. This departure comes due to personal reasons that I don't wish to share but are beyond my control and require my immediate attention. My final day of work will be two weeks from the date of this letter (September 30, 20XX).

Please accept my gratitude for the experiences I've enjoyed while working with you. I will do everything I can to ensure that the transition is as smooth as possible for everyone in the office. Over the next two weeks, I'm dedicated to making sure that all of my duties are completed to date. I'm more than willing to assist in the training of my replacement if that is possible before my last day.

Please feel free to keep in touch with me. My mobile is 557-983-4758 and my email is Name@spacemail.com. I will remember my time at Parkland fondly. I wish you all the best in the future.

Sincerely,

Janessa Pietersen, RVT **(signature)**