May 04, 2015

ABC
Manager Human Resources
Kingdom Marketing Services
Food Street
Lindsborg.

Dear Mr. XXX:

This is extremely difficult to say, but considering my personal circumstances, I am unable to continue working as a secretary at Kingdom Marketing Services.

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

I take this opportunity to thank you for your endless support. Per my employment contract, I would like to give a two week notice of my resignation. My last working day will be May 19, 2015. During this two week 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 once again for your ongoing help and guidance.

Sincerely,

(Signature)

ABC
Manager Human Resources
Kingdom Marketing Services
Food Street
Lindsborg.