Russell D. Gerschler

123 Broadway Street

Suite 1

Columbus, OH 43266

Tel: (555)-555-5555

To:

ABC Company

123 Main Street

Columbus, OH 43266

May 1, 2014

To whom it may concern:

My name is Russell Gerschler and I have been working in the shipping department of ABC Company for about six months. Unfortunately I have recently experienced a family tragedy and will need to resign from my job, effective immediately. Please note today, May 1, 2014 as the date of my immediate resignation from ABC Company. Thank you for your understanding.

I am sorry for any inconvenience that my resignation may cause to ABC Company and hope that this is not a problem. If you have any questions or concerns regarding this matter, please feel free to call me at (555)-555-5555 or email me at [email] and I will try to return messages as soon as possible.

I have enjoyed working at ABC Company and it is too bad that I must resign at this time. I am thankful for the job experience I was able to gain. However, I believe I have made the best decision for all parties involved. I will of course miss the rest of my department coworkers and wish them as well as the company continued success. I appreciate your patience and cooperation with me at this time.

Yours sincerely,

Russell Gerschler

Russell D. Gerschler

Shipping

ABC Company