Jane Smith, Executive Director

Xavier Foundation

555 S. Smith St.

Washington, D.C. 22222

Dear Ms. Smith,

Jane Smith, Executive Director

Xavier Foundation

555 S. Smith St.

Washington, D.C. 22222

Dear Ms. Smith,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Executive Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Foundation

555 S. Smith St.

Washington, D.C. 22222

Dear Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am resigning as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_--effective in two weeks. We have talked many times about apartment repairs, city code compliance and parking shortages. You continue to make promises, I continue to stave off angry tenants and the problems remain. I enjoy interacting with the tenants, but not on these terms. I also have apartment problems of my own and so I sympathize with their complaints. Please accept my resignation along with my notice to vacate the apartment, effective at the end of this month.

Truly Yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_