March 26, 2019

Ms. Helen Murdoch  
Manager HR  
Harrington Inc.   
221 Lake Lane  
Overland Park, KS 56213

Dear Ms. Murdoch:

Please consider this letter as two weeks’ notice of my resignation from my position as Administrative Assistant for Harrington Inc., effective April 9.

It was hard for me to decide this because I have been very comfortable in my role here. On the other hand, it is necessary for me to leave due to some domestic affairs.

In fact, I feel proud to be a part of Harrington Inc. since its inception.

I would like to thank you for the time, patience and perseverance which you have shown in providing me with the best training in the clerical arena.

As my last working day will be November 1, so it will give me sufficient time to hand over my work to someone else.

Thank you for being an excellent supervisor, and for teaching me all that I know.

Sincere regards,

(Signature)

Hannibal Lector  
Administrative Assistant  
Harrington Inc.   
(000) 857-9872  
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