March 26, 2019

Mr. Emery Harrison  
Manager of Human Resources  
Neshoba Valley Marketing Services  
66 Cedar Street  
Lindsborg, KS 81074

Dear Mr. Harrison:

It is extremely difficult to say, but considering my circumstances, I am unable to continue my work as Secretary of Neshoba Valley Marketing Services. As mentioned in my employment contract, I am giving a two weeks’ notice of resignation effective April 9.

The decision to leave was not easy because I had been working here for a long time and considered the office as my second home. On the other hand, I should move to Bogie by the end of this month to look after my ailing mother.

During this two-week transition period, I will hand over my work to whomever you choose to replace me. If there are any notes that you would like me to prepare or any exit procedure that I need to follow, please let me know.

Thank you very much for your ongoing help and guidance.

Sincerely,

**Amelia Cornwall**

Amelia Cornwall  
Secretary  
Neshoba Valley Marketing Services