

Resignation Letter for Personal Reasons

Alex Rivera

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April 7, 2024

Rebecca Hall

Orlando Marketing Solutions

456 Enterprise Road

Orlando, FL, 32803

Dear Rebecca Hall,

I am writing to formally announce my resignation from my position as Senior Marketing Specialist at Orlando Marketing Solutions, effective two weeks from today, April 21, 2024. After much reflection, I have decided to resign due to personal reasons that require my full attention.

Working at Orlando Marketing Solutions has been an invaluable part of my career journey. I am grateful for the opportunities I've had to grow professionally and for the support of my colleagues and management team. The experiences and skills I've acquired here will undoubtedly influence my future endeavors positively.

I am committed to ensuring a smooth transition and minimizing any inconvenience my departure may cause. Over the next two weeks, I will complete all outstanding work, document my current projects, and assist in any way to transfer my responsibilities effectively.

Please let me know if there are specific tasks or projects you would like me to prioritize during this transition period. I am more than willing to provide support and guidance to my successor to ensure continuity in our team's excellent work.

I would like to express my sincere thanks for the support and understanding from the entire team at Orlando Marketing Solutions. I cherish the time I've spent here and look forward to staying in touch.

Thank you for everything. I wish Orlando Marketing Solutions continued success in all future endeavors.

Sincerely,

Alex Rivera