Professional 2 Week Resignation Letter

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May 16, 2016

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

Dear Mr. Harrison:

This is extremely difficult to say, but considering my personal circumstances, I am unable to continue my work as a Secretary at Valley Marketing Services. As mentioned in my employment contract, I am giving a two week notice of resignation effective May 29.

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

During this two weeks transition period, I will hand over my work to the employee whom you choose to take up my position. If there are any notes that you would like me to prepare or an 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
Valley Marketing Services