Mrs. Janelle Peterson

100 Broadway Lane
New Parkland, CA 91010

September 15, 2014

Ms. Sandra Cohen, HR Manager
New Parkland Veterinary Clinic
105 Main Street
New Parkland, CA 91010

Dear Ms. Cohen,

Please accept this letter as my formal resignation from my position as Veterinary Technician with New Parkland Veterinary Clinic. I will be leaving my position due to personal reasons, and my last day of work will be in two weeks, September 29, 2014. While I do regret any inconvenience my resignation will cause for you and my co-workers, these personal reasons are beyond my control and must be attended to immediately. I will do all I can to ensure that my leaving is as smooth a transition as possible.

Over the next two weeks, I will work to ensure that all of my paperwork and duties are made to be current. I'm happy to assist in the training of my replacement if that is possible within this two weeks' time frame. Please feel free to contact my by phone at (123) 456-7890 or by email at Janelle@Peterson.com should you have any questions. I will do my best to help you.

I have thoroughly enjoyed my time here at New Parkland Veterinary Clinic, and I will remember the patients and colleagues fondly. I wish you all well and thank you for your consideration.
Sincerely,

Janelle Peterson
Veterinary Technician
New Parkland Veterinary Clinic