5 April 2016

Mr. Donald Blake
New York City, New York 11360
(212) 123 4567
donaldblake@gmail.com

Mr. Steven Rogers
General Manager
ABC Telecommunications Inc.
New York City, New York 11363
(212) 234 6789
stevenrogers@gmail.com

Dear Mr. Rogers,

I would like to respectfully tender my resignation to your company effective 19 April 2016. My father was recently diagnosed with Alzheimer's Disease and I have decided to find work much closer to home so I can attend to him over the next few years.

I certainly hoped circumstances of my resignation would be better. The five years I spent with ABC have been the most productive in my career. I will definitely miss working with Mr. Stanley Jackson and the amazing people at the IT Department. For this, I would like to extend my heartfelt appreciation for the opportunity to work with your esteemed organization.

My only pending work is the YYZ Project Paper with Stanley and my assistant, Mr. Hugh Kelley who has been instrumental to my success with the department. With much respect, I believe Hugh would fill in my position quite nicely.

If you need my assistance at any time during the transition, please do not hesitate to contact me.

Again, thank you for the wonderful opportunity and I wish your company continued success in the years ahead.

Very truly yours,

Donald Blake