November 27, 2014

Emery Harrison  
Manager Human Resources  
Neshoba Valley Marketing Services  
66 Cedar Street  
Lindsborg, KS 82900

Dear Mr. Harrison:

This is extremely difficult to say, but considering my personal circumstances, I am unable to continue working as a secretary at Neshoba Valley Marketing Services.

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

I take this opportunity to thank you for your endless support. Per my employment contract, I would like to give a two week notice of my resignation. My last working day will be December 29, 2013. During this two week period, I will hand over my work to the employee whom you intend should take up my position. If there are any notes that you would like me to prepare or an exit procedure that I need to be aware of, please let me know.

Thank you once again for your ongoing help and guidance.

Sincerely,

(Signature)

Amelia Cornwall  
Secretary  
Neshoba Valley Marketing Services  
66 Cedar Street  
Lindsborg, KS 82900  
(000) 999.9999