Leonard Jones

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September 1, 2018

Mark Lee

Director, Human Resources

LMN Inc

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

Please accept my resignation from my position, effective August 15, 20XX. I was so pleased to begin my work here earlier last month at LMN Inc. However, a family emergency has come up and I, unfortunately, need to relocate immediately. As a result, I will be unable to fulfill my commitments here indefinitely.

Thank you so much for your patience and understanding during a personally tumultuous time. Please let me know if there is anything I can do to ease the transition in any way, as I want to make this as painless as possible for you.

My apologies for not being able to stay on the job. I do appreciate the opportunities provided me, and I hope to stay in touch in the future.

Sincerely,

Leonard Jones