Leonard Jones

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September 1, 2020

MarkLee

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