Alice Connor  
35 Browning Street  
Bronx, NY 75441  
555-555-5555  
Aliceconnor@email.com

August 13, 2020

Anton Clark  
Clark Associates  
Denvers Street  
New York, NY 75129

Dear Mr. Clark,

I am writing to inform you of my immediate resignation as of this Friday from Clark Associates, as I have accepted a new role that I will need to start as soon as possible. This new opportunity will allow me to set my own work hours so I can take better care of my young children.

I want to thank you for allowing me to grow and learn in my position here. You have been an incredible mentor, and I am certain that I will never forget you or my wonderful colleagues. I understand that my leaving so abruptly may cause some difficulties, so please let me know how I can be of assistance to make this transition easier. You can contact me at my personal email if you have any questions.

Please let me know the easiest way for me to collect my final paycheck. I can visit the HR department, or you can send it via post. You can let me know which option works best for you.

Thank you again.

Best,

Alice Connor