

## Resignation Letter Due to Relocation

From,  
Lacy Eaton  
1379 Nulla. Av.  
Asbury Park Montana 69679  
(932) 726-8645

22-07-2016

To,  
Katelyn Cooper  
6059 Sollicitudin Road  
Burlingame Colorado 26278

Subject: (\_\_\_\_\_)

Hi Katelyn Cooper,

I would like to inform you that my father had a major heart attack last month and he is bedridden since then. In this critical condition, I am the only support for my family. Hence, I will need to relocate to my hometown Nagpur.

Please consider this email as my resignation letter. I would want to start my exit process as soon as possible. It will be feasible for me if the notice period is possibly decreased to two months instead of three months.

I have already initiated my Knowledge Transition with Subham Deb from Operations Team, still, if I am needed at any point I will be available through my contact number and penal email id. I want to especially thank you for all your support and guidance. I wish you all the best.

Thank you.

Note: I have attached my father's medical documents with this email, in case it is needed for my exit process.

Sincerely,  
(Your Signature)  
Lacy Eaton

