**Resignation Letter with Reason**

From

Liza Wilson

901 Windsor Avenue, New York, CA 955548 (000) 123-1234

[Lizawilson01@email.com](mailto:Lizawilson01@email.com) May 20, 2019

To,

Mr. Clark Kathlene Manager

DCIM Corp.

9567 Main Street

New York, CA 94454 Dear Sir,

With due respect and honor, I am writing this letter to inform you that I will not be able to continue working as the Assistant Manager of the HR department of this company. The reason for the same is that I am unable to cope with the work-load and the stress of traveling 30kms every day to and from work.

I understand that according to my employee contract, my notice period is 2 months. I hope that by the end of this period, all the formalities will be completed.

I humbly request you to accept my resignation. Thank you,

Yours Truly, (Your SIgnature) Liza Wilson