

Resignation Letter with Reason

From
Liza Wilson
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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

