

Name:XXX

Adress:XXXX

**Re: Resignation**

Dear Ms. David:

You have been witness to the countless times I have been out of commission since January this year, due to my ill health. I understand that this cannot go on indefinitely and I have decided to resign as a Project Officer from Morningstar.

I understand that I have placed you in a strange position since I won't be able to train my replacement through regular means. However, I am available if you need any information regarding the two projects that I am presently working on and I will do my best to streamline things for my replacement.

Please accept my apologies for these unfortunate circumstances. I will be in touch with you regarding the details of my dues and handing over duties.

Sincerely,

(Signature)