

Frank Webster
1514 Medallion Rd.
Anchorage, AK, 99523
(555) 555-5555

January 11th, 2017

To: Madeleine Lemieux
Owner & Manager
Blue Ridge Surveying Company
12 Parc St.
Anchorage, AK, 99501

Dear Mrs. Lemieux,

It is with great regret that I must give notice of my resignation, effective immediately. I apologize for not being able to give you more notice, and I humbly ask that you accept my resignation from the position of Accountant and Co-Manager this day, January 11th, 2017.

While I am aware that this is in breach of the terms of my employment contract, I ask that you waive this clause, due to my extenuating personal circumstances. Please be assured that all records and filings are current and up-to-date. I am confident that any replacement you hire will be able to pick up where I left off without too much difficulty.

Thank you for everything that you do at Blue Ridge to make it such a great place to work. I will miss you and everyone else at the office. It has been a real pleasure to work for you these past four years. I am very sorry that I am not able to leave on better terms.

I hope that we can stay in touch. You can reach me at my personal phone number or by email at: f.webster@email.com.

Yours Sincerely,

Frank Webster