

Mia Fisher  
549 North Street  
Chandler, AZ 10321  
(000) 987-4345  
[Email]

April 1, 2018

Mr. Brent Butler  
Marketing Director  
Sony  
6 Laredo Street  
Chandler, AZ 11222

Dear Mr. Butler:

It is with extreme regret that I am informing you of my decision to resign from my position as marketing manager for Sony, with immediate effect. I will be in touch with Ms. Linda Hall to sort of the details of this unexpected turn of events from a human resource point of view.

I was recently diagnosed with stage 2 lung cancer. In the beginning, I felt that I could cope with medication which is why I didn't inform you. The recent chemotherapy that I went through, however, as made me feel that I can no longer handle the hectic schedule or meet the deadlines given to me. If I continue working, I will not only be unfair to myself but to the company as well.

My employment agreement states that I need to provide a 30 days' notice of my intent to leave. I am afraid that is not possible for me to do. I understand that by not meeting the terms of my employment, I am liable for a pay severance and reversal of accumulated benefits, which is fine with me.

I apologize for putting you in such a position where you will need to hire someone on an immediate basis which I realize will not be easy. Thank you for providing me with this great opportunity to work with one of the best companies in the state.

Sincerely,

(Signature)  
Mia Fisher  
Marketing Manager  
Emp #: 6325