

March 12, 2015

Adam Jackson  
ABD Transport Pvt. Ltd.  
123 Hilton Street,  
New York

Dear Mr. Jackson:

With deep sorrow, I here notify that my employment with ABC Transport Pvt. Ltd. must end soon. My last working day will be 15.01.15.

My husband has received a job offer from a renowned company in California and it will play a major role in taking his career to new heights by bringing in lots of new opportunities. This also seems very favorable for our family. Please consider this letter as my official resignation letter.

I have has the best of the experiences working at ABC Transport Pvt. Ltd and I surely would not have resigned if the situations were different. I really need to be with my family at this hour. I am going to miss working with the company, my coworkers, my customers and the amazing environment at work. Over the past 7 years, this company has become my like my family.

I would like to wish great luck to you, my coworkers and ABC Transport Pvt. Ltd. and hope for a brighter future. I will always miss you.

I am anxious for helping the company with the transition of my job and responsibilities to another employee in a smooth. Please let me know if there is anything else I can do to make this process easier.

Yours sincerely,

Ana Hathaway