**Date: [DATE]**

**RE. RESIGNING ON THE ACCOUNT OF PERSONAL REASONS**

Dear Nicholas,

 With reference to the above-cited subject, I intend to notify you formally that I am leaving the company on [DATE]. This letter serves as my resignation notice which is effective from [DATE].

I am resigning on the account of personal reasons. As you know we always have to resonate with our personal lives and take professional ongoings along with the former. Thus, I have to leave the job to meet the personal imperatives.

I am regretful that I am impelled to resign from the job. I am thankful to you for providing me the opportunity to work here. I shall stay in touch and would love to work on any other project in the future after being able to get spared from the current complications. I would like to get the release letter at your earliest convenience.

I am sorry to announce my resignation with immediate notice as it might bring great inconvenience for you and the business. I shall cooperate in any way in advancing the ongoing projects and assist in the external appointment or promotion of another candidate for immediate replacement.

Please write to me at [email] or call me at [#]. Thank you.

Regards

Jamaica Roosevelt  
Senior Designer & Designs Manager  
CDMF Groups  
I-0091, floor 2, SK-Heights  
Orlando, Florida  
USA