

# Resignation Letter

From,  
Merritt Watson  
586 8062 Amet Street  
Corona Oklahoma 56982  
(621) 594-1239

22-10-2021

To,  
Katelyn Cooper  
1259 Sollicitudin Road  
Burlingame Colorado 26262

Subject: (\_\_\_\_\_)

Hi Katelyn Cooper,

I hereby inform you that my mother had undergone major surgery and she is bedridden since then. At this critical hour, my family needs me to be with them as I am the only support for my family. So, I'll have to relocate to my native place Mumbai.

Please accept this email as my resignation letter. I am heading to the exit process. As mentioned in the employee agreement I will have to serve one month notice period. If possible can I serve the notice period of two weeks instead of one month due to this urgency?

I have already informed my Knowledge Transition with Deepika Garg from Management Team, still, if there is something I can assist with, I am reachable to my personal email if. You have taught me a lot and given me so many opportunities. I am grateful for your support all throughout my tenure.

Thank you.

Note: Find the attachment of my mother's medical documents here with this email, it is required for my exit process.

Sincerely,  
Merritt Watson