

# Resignation Letter

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

22-10-2021

To,  
Katelyn Cooper  
6059 Sollicitudin Road  
Burlingame Colorado 26278

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

Hi Katelyn Cooper,

I hereby inform you that my husband has got transferred abroad and now, he'll continue work from California. The project he is working on may stretch up to six years. Since this is a long-term project so, I'll have to move with him to California. Thus, It is not possible to continue my work here. Hence, I'll have to leave on the 29th of December, 2021. According to the employee agreement, I am required to serve the notice period of 2 weeks, I respect that and I'll finish up the last of my duties.

Please let me know if I can join anywhere else so that I can commence with the exit process at the earliest. If there is anything I can assist you with my replacement, I am reachable to my personal email. I am full of gratitude that I have worked here. Your guidance made me what I am today and I am thankful to you for being a support system and mindful of me.

Wish the company reach a great height of success!

Yours Sincerely,  
Signature  
Merritt Watson