

Resignation Letter

From,
Cleo Watson
Ap #872-6552 Odio Rd.
Darlington CO 06963
(925) 559-3331

08-12-2021

To,
Remedios Slater
267-1722 Mollis St.
City of Industry Louisiana 47872

Subject: (-----)

Hello Remedios Slater,

Please receive this email as my resignation. I would like to inform you that I have been offered the job of a manager in a reputed organization with a decent salary package.

Although I had learned a lot here working with you and the team, unfortunately, my raise was not up to the mark on my last appraisal. I have discussed with HR several times but things couldn't work out. So, I felt this is not a wise decision to turn the offer down if it suited my requirements.

I would like to mention that 13th March will be my last working day. Kindly initiate my exit process as per my last working date.

I appreciate your guidance all throughout my ensure and the opportunities you had offered me.

Sincerely,
(Signature)
Cleo Watson