

Samantha E. Murdoch

100 Broadway Lane, New Parkland, CA 91010

To Jessica R. Stiller
Manager, HR
New Parkland Memorial Hospital
500 Memorial Way
New Parkland, CA 91010
41901

Dear Ms. Stiller,

This letter is to inform you that I must resign from my position as LPN with **New Parkland Memorial Hospital**. It is because my family is currently in the process of relocation that I will no longer be able to remain employed with the hospital. My last day of work will be **Friday, October 3, 2014**. Please consider this my official two weeks' notice. I am sorry for any inconvenience this may cause.

Over the next two weeks, I will work to ensure that all loose ends are taken care of on my part, such as paperwork and reports. I am also more than willing to assist in choosing or training a replacement for my position. Please feel free to contact me at **(555)555-5555** or at **samantha@murdoch.com** should you have any questions or require information.

It has been a pleasure working with the medical personnel here at New Parkland Memorial, and I wish everyone much future success. Thank you so much for your time and attention in this matter.

Best,

Samantha Murdoch

LPN