

Resignation Letter due to School Schedule

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Annette Lee Director, Human Resources
Mama Mia's Ristorante
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

Please accept this letter as my formal resignation from my waitress job at Mamma Mia's Ristorante. I am resigning from my position due to an unavoidable scheduling conflict. As you know, I have worked at Mamma Mia's evenings, and some weekends, in addition to working nine to five as a front desk receptionist at the Sarah Coleman Spa and Wellness Center.

My hours at the office have changed and it has become extremely difficult for me to get from one job to the other without being late. As you know, I have two children under the age of five and I also have to pick my children up from school. Unfortunately, it is impossible for me to maintain this demanding lifestyle, so I am forced to leave my job at the restaurant.

My last day will be July 15, 20XX.

I want you to know that I very much enjoyed my experience at Mamma Mia's and I thank you for giving me the opportunity. I will miss my coworkers and superiors, who have become like family to me. You have a beautiful establishment and I will always look back fondly on the past two years I spent in your employ.

I sincerely apologize for any inconvenience my resignation may cause you and the rest of the staff. If you need any help finding a replacement, please let me know. I may be able to refer someone to you. Or, if you need me to pick up different shifts until my last day because you want to test my replacement, please do not hesitate to ask.

Thank you for your understanding in this matter. I wish you continued success and I hope we can stay in touch.

Sincerely,
Mariana Rodriguez