

Tracy Bernard
652 Maple Street
Manhattan, KS 20154
(000) 987-4141
tracy @ email . com

September 7, 2018

Ms. Nina Hopkins
Manager Human Resources
Core Inc.
36 Scott Avenue
Manhattan, KS 20154

Dear Ms. Hopkins:

It is with great regret and a heavy heart that I am informing you about my decision to resign from my position as Secretary for Core Inc on an immediate basis. My husband was diagnosed with Multiple Sclerosis (MS), a debilitating auto-immune disease which has no defined cure as yet, and I need to make arrangements to take him to Ontario, Canada for an experimental procedure that may cause the quality of his life somewhat better.

The experimental program that I have applied to demands that I start his treatment from Monday next week which is less than seven days away and I need to do several things before we can fly to Canada. I have worked for wonderful six years at Core Inc., and it is not easy for me to leave suddenly – but unfortunately, I do not have another choice.

I understand that the usual resignation procedure requires that I provide a two weeks' notice or forfeit my salary; I am willing to do the latter. Thank you very much for all the skills that you have taught me in these years, and I hope to rejoin this position (if available) when I will return in December. I will hand over my work to Mr. Robert Redford today and can be reached at (000) 987-4141.

Sincerely,

(Signature)

Tracy Bernard

Secretary
Core Inc.