

Anthony H. Carter  
123 Broadway Street  
Suite 1  
Columbus, OH 43266  
Tel: (555)555-5555

To:  
Amanda P. Jones  
Manager, HR  
Smith Communications  
123 Main Street  
Suite 1  
Columbus, OH 43266

February 1, 2014

Dear Ms. Jones,

I am writing this letter to let you know that unfortunately I am resigning from my position at Smith Communications. I have just suffered a personal emergency and feel that it is in the best interest of all parties if I step down from my position at this time. I will not be coming into work tomorrow or thereafter so please accept this letter as my official notice of immediate resignation. I hope that you can understand.

I am very sorry for any inconvenience this may cause at Smith Communications but I believe I have made the best choice. If you have any questions, please feel free to call me at (555)555-5555 or email me at [email] I will return all messages as soon as possible.

I am of course very grateful for the valuable experience and opportunities that I have gained by working at Smith Communications and will miss all of my coworkers. I do wish everybody there the greatest success and hope that our paths may cross again at some point. Thank you for all of the patience and cooperation you have shown me.

Yours sincerely,  
*Anthony Carter*  
Anthony H. Carter  
Sales  
Smith Communications