**Resignation Letter (Family reasons)**

Andrew Johnsons  
139 Main Street  
South town, CA 12378  
555-212-7002  
[andrewj@email.com](mailto:andrewj@email.com)

March 1, 2019

Judith Smith  
Manager  
Mary's Flower Shop  
500 Business Rd.  
Business City, NY 54321

Dear Ms. Smith,

I am writing to inform you that I am resigning from my position as Office Executive for Mary's Flower Shop effective March 1st. My last day is March the 15th. Sadly, family circumstances at this time require my full attention and I really believe this is the only way for me to take care of all the issues.

I am very sorry if I am causing any inconvenience.

Thank you very much for understanding. I have had a great opportunity to learn all about store management and also about customer service. I really believe my time here and the gained experience were the stepping stone for my career.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any further questions.

Sincerely,

Handwritten Signature (hard copy letter)

Andrew Johnsons