

March 4, 2024

To whom it may concern,


Good day! I hope that this letter may find you well.

I am writing this letter to express my intent to file my resignation, which would be effective immediately on March 5, 2024.

This has been a tough decision for me, but the reason that solidified my choice would be my health. As you may have known, I was hospitalized last week due to low potassium levels and a bacterial infection due to a weakened immune system, which can be attributed to my disrupted sleep schedule and prolonged exposure to the monitor. With that, I have chosen to take my time to recuperate physically.

Should you have any concerns with my decision, please do not hesitate to reach out on my phone number and email. Thank you and I am sincerely hoping for your consideration regarding this matter.

Yours sincerely,


Elizabeth J. Sanchez