

March 30, 2023

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To whom it may concern,

Hope all is well.

I am writing this letter to you with a heavy heart as I will be submitting my letter of resignation effective today. Due to unforeseen personal issues, I am unable to continue to carry out the duties of my role, and I feel it is in the company's best interest that I vacate the position.

Despite my sudden decision, working in such a beautiful company was a wonderful experience that God hath given me and I will be forever grateful for all the learning experiences that I have been for 10 months. Leaving the company too soon sounded very sad, but, I would have to make a decision that is more beneficial on my part and for my future. I can't thank you enough for giving me the chance to work closely with you and for being in a team that builds good relationships and taught me a lot of things in life as I go forward. The lesson and skills that you've molded will always be valuable on my next journey as I reach my goals in life. I will certainly miss working with you all on a regular basis.

I am really hoping that we can stay in close contact and continue to have a friendly relationship in the future.

Please accept my letter of resignation and don't hesitate to reach me at my contact number if you have any questions.

Thank you so much and more power!

Sincerely yours,


Charity Ando