Shawna Foster

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Dear Ms. Reed,

I am writing to inform you of my intention to resign from my position as Operations Manager at A&B Manufacturing effective October 15. I have enjoyed what I consider a productive and rewarding career with your company for nearly 20 years. However, I must tender my resignation to focus on current health-related issues requiring my immediate attention.

I appreciate all the great experiences I had with your company, starting with an entry level position and concluding with my current management position. I hope to be able to remain available for occasional consultations, health permitting, involving client relationships I cultivated over the years.

Until my resignation date, I will work to make the transition as smooth as possible for my department and the talented employees working in it. I plan to implement a contingency plan within the next week. This includes contacting clients and, pending your approval, appointing Nancy Gibson as my replacement. I personally trained and mentored her and believe that she will make an excellent choice.

I am more than willing to meet with you to further discuss my resignation. If you have any questions, please contact me at your convenience. Thank you for your prompt attention to this matter.

Sincerely,

Shawna Foster