Short Notice Resignation Letter : Immigration

**Dear Dr. Michaels

As you know, my husband has filed for my Visa over two years ago, and we have finally been given feedback. I have been accepted for a spousal visa to the US, and, for this reason, I will no longer be able to fill the role of [insert job title].

I will be leaving at the end of the week with my daughter, but until then I will continue to carry out my duties as [insert job title] and prepare the relevant personnel for my exit.

Thank you for your continued support and understanding over the years, and I hope that whoever fills my post will excel in his role and be a valuable addition to the company.

Regards,

[Insert signature]**