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March 10, 2020

Alvin Boroughs  
Black Bank  
75 Beegle Street  
New York, NY 44211

Dear Mr. Boroughs,

Please accept my immediate resignation as of 11 March from my role as a bank manager due to severe mental stress. As you are well aware, I have been receiving medical treatment for the last few weeks and have now been advised by my doctor to rest for an indefinite period of time.

I understand that my employment contract states that I should provide a notice of two weeks before leaving my role. However, my current circumstances dictate that I must ask for immediate release from my employment contract. I understand that I am putting you in a difficult situation, so I am enclosing my email and personal number for you to contact me with any questions regarding my pending work.

Thank you for these years of work, patience and mentorship. I will be forever grateful for your guidance and for all the wonderful memories I have made here with my colleagues.

Best regards,

James White