**Immediate resignation letter with a reason**

Lee Fawcett  
Business Development Manager  
Overmeyer Productions Ltd.  
2332 North Pines Boulevard  
Los Angeles, CA 90011

October 29, 2019

Dear Ms. Fawcett,

Please accept this letter as notice of my immediate resignation and my intention to terminate my employment as Senior Account Manager as of tomorrow. I am sorry to not give any advance notice, but, as we discussed, I have suffered a family bereavement and need to relocate immediately to take on caregiving responsibilities in Idaho.

All of my files are currently up to date, and the contact logs on the database will give details of the status of my current accounts. I will make all of my training notes available to you to pass on to my replacement, and I will be available by phone and email to answer any questions as well.

I have really enjoyed working at Overmeyer and will miss the team and my job here. You have been an inspiring manager, and I appreciate your encouragement to seek promotion and develop my career within the business.

Many thanks for your understanding at this difficult time.

Sincerely,  
Belinda Wilson