Dear Mr. /Ms. Manager:

Please treat this as my formal resignation letter from GoodWorks Enterprises. The effective date of my resignation will be on December 10, 2009. I hope that this 30-day notice is sufficient enough for the company to be able to prepare for my withdrawal. I have no intentions of inconveniencing you or the company due to my resignation; however, due to my other obligations, I was left with no choice but to give up my position as Senior Trainer.

I have enjoyed my stay with the company and I highly appreciate all the new knowledge and skills that I have acquired from GoodWorks Enterprises. If there is any way that I can help the company in finding a replacement for me within the last 30 days of my service, please do not hesitate to let me know. I am willing to do overtime hours for the training of my replacement.

Thank you so much for all your help and consideration. I only hope for the success and good fortune of the company. It was a pleasure to be a part of this wonderful team.

Yours Sincerely,

Edith McMillan

Senior Trainer

GoodWorks Enterprises