Dear Sir,

I am tendering my resignation letter effective today. This is a decision which is not easy on me as I have come to love this company. However, there are things which I can no longer tolerate if I stay here.

I could not itemize all these reasons for several personal reasons, but rest assured that I have no ill feelings towards you or the company. You have been my guidance counselor and teacher for all the years that I have been with this company.

With my resignation, I understand that I am forfeiting all benefits that the management is giving to its employees, including my retirement benefits. I fully understand the consequences of my action and I am prepared to face them.

Let me thank you for all the years that you have worked with me, and for any shortcomings which I might have caused this company during my tenure.

Thank you.

Sincerely,

Alfred Reyes