Dear Sir,

I know it may come at an importunate time, but please allow me to tender my resignation effective at the earliest possible date.

With this resignation, let me thank you for the enduring friendship which you and your staff had shown me during my long stay with the company. I only speak highly of you in all quarters and if ever you need my help in the future, please give me a call. I will not hesitate to give you assistance in any way I am capable.

Let me also assure you that my decision to quit my job has got nothing to do with the company or any of its staff. It is a personal decision based on purely personal matters.

I have already informed the Human Resource Department of my resignation and has done the required resignation process to facilitate it.

Thank you very much and may God Bless you forever.

Sincerely,

Owen Thompson