Dear Sir/Madam:

I am writing to inform you of my resignation from the position of Subject Matter Expert at HelpDesk Services, Inc. The reason for my resignation is rather personal and does not concern the company nor its employees and regulations. I would like to thank you for all the opportunities and knowledge that I have gained through the company. After thorough considerations, I have finally made the choice to pursue my dreams which I know is not within the company’s goals and objectives. Rest assured that I will continue to uphold and nurture the skills that HelpDesk Services, Inc. has instilled in me wherever I go.

As per our contractual agreement, I will continue to serve the company for 30 more days as part of my clearing process. After which, my resignation will take effect the day after the last day of my 30-day clearance service for the company.

I wish you and the company all the success that you deserve. It was an honor  to be able to serve you and the company. Thank you so much for having me as a part of your team.

Sincerely Yours,

Mary Allison Thompson

Subject Matter Expert

HelpDesk Services, Inc.