Robert Williams,

5263, Canon City,

Colorado-81221,

USA

June 03, 2011

William Jones,

Manager HRD,

Today and Tomorrow Inc,

Colorado- 81222

USA

Dear Sir,

Sub- Voluntary Termination from the Post of Assistant Accountant

Ref- Appointment Letter No. 4835, Dated May 2011

I with this letter request you to terminate my appointment as Assistant Accountant as mentioned above. I know that the company would wonder with my decision but I do not have any other option. I have decided to pursue my higher study in New York for which I have just received the call letter. So I had to take decision of voluntary termination of my job.

I regret that I could not establish a long relationship with the company and have to leave the company in the middle. But at the same time study is also so important for my career which will play crucial role in my success. I hope that the company has liked my job during this short period of work.

Thank You,

Yours Sincerely,

Robert Williams