**Date: [DATE]**

**RE. RESIGNATION DUE TO PERSONAL REASONS**

Dear Sir,

This letter is to inform you that I am leaving Andro Anglo CO. for personal reasons. I shall not be coming to the office after [DATE] as my resignation is prior to fifteen days as per the Company’s Resignation Policy. According to the Company’s Resignation Policy 2010 bullet 5(x), it is conferred that an employee is bound to furnish the company with his/her resignation notice not less than two weeks to have resignation benefits.

15-09-21 would be my last day in the office. I am leaving solely for personal reasons and nothing else plays role in my resignation. Thus, I would appreciate all the opportunities you provided me to prove my competency as an employee and putting me in a position to equip myself with the best of learning and latest knowledge. I will miss my time here in this company.

I am available for all the work to move this transition smooth and acknowledgeable. I would love to be a part of the recruitment team for this position. The company can make the replacement by promoting any one of the strongest and eligible candidates for this position. I can also make myself available for the external appointment for the fulfillment of my seat.

I adore the time I have spent in the company; thus, I would be available for any assistance later after my resignation as well. Please respond by writing to me at [X] or call me at [#]. Thank you.

Regards

Fernando Sparkle  
General Administrator  
AVPM Groups  
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CA, USA