

Opoku Princess
Ayiku lane
Accra
November 4th, 2023

Madam Mavis Kwaning
Celebrity style boutique
Spintex - Accra

Dear Madam Kwaning,

I am writing to formally announce my resignation from my position at Celebrity style boutique. This was not an easy decision to make, and I have enjoyed my time working at the shop.

I am grateful for the opportunities and experiences I have gained during my tenure here. However, personal circumstances require that I take a step back from my current role and focus on other priorities in my life. I am committed to ensuring a smooth transition during my notice period. I will do my best to complete my pending tasks and assist in finding a suitable replacement if required.

I would like to express my gratitude for the support and guidance I have received from you and the entire team. I have learned a great deal during my time here and have been fortunate to work with such a dedicated and talented group of individuals.

I would be happy to discuss any necessary handover procedures or provide any assistance required to make this transition as seamless as possible.

Once again, I appreciate the opportunities I've been given at Celebrity style boutique and the positive working relationship we have developed. I leave with a heavy heart but with the conviction that this decision is in the best interest of all parties involved.

Thank you for your understanding, and I look forward to staying in touch.

Sincerely,

Opoku Princess