



Date : March 31, 2022

**Subject** : Resegnation

Dear Madam My,

Due to circumstances beyond my control, I'm forced to resign from my job immediately. I'm really sorry for the hasty and totally unprofessional decision, but there's little that I can do in this regards. I really hope you will understand and appreciate this unforeseen situation. I apologize for any inconvenience this may cause. I will be coming tomorrow to hand over my tasks and responsibilities. Additionally, I can be reached through the phone or by email if needed. Thank you very much for everything.

Yours sincerely,

Yara Almanea