Hi Keri and Laurie,

I am writing to inform you that I have decided to resign from my position at JMT as a project accountant as of June 25, 2019 with the last day in the role being July 12, 2019. At this time please consider that my decision is irrevocable, as I believe the new opportunity that I am offered will better align with my future career goals and it would also make my daily commute significantly easier. I appreciate the opportunity you have given me to develop my professional skills and my career here at JMT and I am grateful for everything you have taught me during these two years.

I understand that this is a critical time for our department with the fiscal year end deadlines approaching, so I will make every effort to ensure that all of my tasks are completed accordingly. Also, I will spend as much time as needed to teach and smoothly transition my workload to colleagues who will be taking over my responsibilities. Lastly, I am looking forward to meeting with you for an exit interview, if you feel as it would be appropriate.

Again, Thank you very much for making me a part of your wonderful team and I will always remember my JMT team, as this is where my professional career started right after I graduated from college.

Yours Sincerely,

Hansani