

ERICA J. CALDWELL

100 Broadway Lane, London, UK NW80QE | M |

To Samantha C. Frost
Director HR

London University

100 University Way

London UK NW80QE

September 18 2014

Dear Ms. Frost:

I am writing this correspondence to inform you of my immediate resignation as Executive Assistant to the President at London University. I'm afraid that due to unforeseen circumstances I am unable to give proper notice and must let you know that my last day of employment will be tomorrow September 15 2014. Please accept this letter as my official resignation from my position.

It is my intention to work the entire day tomorrow to finish outstanding projects and to clean out my office. The University President has already been informed of my resignation and is aware that tomorrow will be my last day. I can be reached at (555) 555-5555 or at erica@caldwell.com should you require further assistance or have any questions. I will get back to you as quickly as possible.

While I regret that I must resign immediately I have enjoyed working at London University for the past four years and have gained invaluable experience. I wish you and my colleagues well in your future endeavours and thank you for your prompt attention to this matter.

Sincerely

Erica Caldwell

Executive Assistant to the President

London University