

Peace House,
Akowonjo,
Ogbomoso,
Oyo State.

Human Resource,
Background Check International
27th November, 2020

Dear Sir,

NOTICE OF RESIGNATION LETTER

I will like to notify you that I am resigning from my position as executive assistant this month.

I understand that the notice is short; however, certain circumstances require that I leave my position at this company next week Monday. I apologize for the short notice.

I'm grateful for the opportunities I have had working in Background Check International for twenty-one months and I have enjoyed my time with the company. I know the skills I have learned while working here will serve me well in my next adventure.

I am glad to provide any assistance I can during this transition.
Thank you for your understanding.

Sincerely,
Deborah Oladele.

Received and Accepted.
Aden.
3/12/2020.