

## Resignation Letter sample 3# - Immediate Resignation

Eliot T. Bradshaw

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December 15, 2020

Guy B. Elswick, CPA  
Supervisor  
Anderson Accounting  
567 Spring Avenue  
Dallas, TX 24356

Dear Guy:

Please accept this letter as my immediate notice of resignation from my role as Accountant for Anderson Accounting, effective tomorrow, December 16, 2021, at 5:00 pm. I deeply regret that I am not able to give you more notice, but due to health issues with my partner, I need to resign immediately to take care of urgent family responsibilities.

Thank you so much your support and encouragement for the past five years. I have really enjoyed working with you and the Accounting Department staff.

I am happy to help with the transition and will be available to answer any questions or concerns that may arise after my departure. You may reach me at 750.899.4322 or email at [etbradshaw@gmail.com](mailto:etbradshaw@gmail.com).

I am grateful for my time at Anderson Accounting, and I will miss working with you and the team.

Sincerely,

Eliot T. Bradshaw