

## 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***

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