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Dear Sal,

As you know, I have finally made a decision about my position here. Despite my desire to stay, I am afraid I will have to tender my resignation for family reasons. While I could not have asked for a more professional opportunity than the one I have, I cannot effectively balance my responsibilities here and give my personal life the necessary attention it currently needs. I will stay through the end of the month to complete projects and prepare any replacement to pick up the slack on my accounts.

I want you and everyone else to know my reasons for leaving are not related to the job, the company or work conditions. The truth is I cannot express the personal satisfaction I have gotten during my eight years here. I have made business contacts and developed relationships that have made coming into work a pleasure every day. I truly hope that when my family situation has resolved itself I will be asked to return to my former position or in some equivalent capacity. If that is not feasible, perhaps you can recommend me to one of the organization's other satellites.

This experience has been educational and inspirational. I want to thank everyone for their support and companionship. I wish you all the best of luck and hope to work with you again.

Best regards,

Kathryn Anna Dobson