

# SAMANTHA E. MURDOCH

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100 Broadway Lane, London, UK NW80QE | | M: |

To Jessica R. Siller  
Manager HR  
London Memorial Hospital  
500 Memorial Way  
London UK NW80QE

September 19 2014

Dear Ms. Siller

This letter is to inform you that I must resign from my position as LPN with London Memorial Hospital. It is because my family is currently in the process of relocation that I will no longer be able to remain employed with the hospital. My last day of work will be Friday October 3 2014. Please consider this my official two weeks' notice. I am sorry for any inconvenience this may cause.

Over the next two weeks I will work to ensure that all loose ends are taken care of on my part such as paperwork and reports. I am also more than willing to assist in choosing or training a replacement for my position. Please feel free to contact me at (555)555-5555 or at samantha@murdoch.com should you have any questions or require information.

It has been a pleasure working with the medical personnel here at London Memorial and I wish everyone much future success. Thank you so much for your time and attention in this matter.

Best

Samantha Murdoch

LPN