Date

Name

Address

Dear Mr. Johnathan,

I, Sam Wilson, am writing this letter to apologize for quitting my job as ‘Finance Manager’ at XYZ limited.

I have been employed here since 2002 and was enjoying working here. I had to quit because of the sudden death of my father-in-law. He has a well-established business in Minnesota, and except for my wife, being his only child, there is no one else to look after the business. My wife could not go there alone with our three-month-old daughter, so we decided to move there together and look after his business and property. The real estate agents and charity organizations are already approaching us for selling or donating his belongings, which is why we had to hurriedly pack everything up and go there.

I am extremely sorry I could not inform you before properly, but the circumstances did not allow me to. It was all a hurried decision. I have already sent in my resignation, but I wanted to apologize to you separately as well. You have been a great supervisor and mentor to me, and I will always owe you for that.

I am sorry again. I hope you will understand and accept my apology.

Regards,

Sam Wilson.