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|  | Marlinda   |  |  | | --- | --- | |  | [Marlinda.350444@2freemail.com](mailto:Marlinda.350444@2freemail.com) | |

**Subject:  RESIGNATION**

Respected sir,

                         I have been working as a swimming coach in ELITE SPORTS CONTRACTING SERVICES since March 2014, I would like to resign my position from our company due to my personal family problem.

                         I had a great opportunity to work with an esteemed organization. It was truly   a learning experience for me. The skills that I learned will be a life time treasure for me. I have worked alongside some excellent colleagues,

and have had so many opportunities to grove and develop in my career field. I hope my contribution has helped the company in a small way.

Kindly release me from all of my responsibilities after one month notice period and help me to get my clearance as soon as possible. Please process my exit formalities at the earliest.

Thanks you and for your guidance and cooperation.