Mary Monroe

Palm Street

Lansing, MI 24064

396-665-9335

marymonroe93@gmail.com

May 21, 2021

Jesse Warner

Managing Director

White Computers Inc.

663 Streep Road

Traverse City, MI 95943

Dear Mr. Warner,

I am writing this letter to notify you about my resignation from White Computers Inc. as a Quality Control Officer, effective May 22, 2021.

I apologize for not giving this notice two weeks in advance. Unfortunately, I have to resign immediately due to unforeseen circumstances that are beyond my control.

Kindly let me know the process I need to follow to receive my final paycheck plus the remaining benefits. I am okay with picking my paycheck from Human Resources. If that's not possible at the moment, you can have them send it to my local address.

I would like to thank you for your professional assistance over my last five years at White Company Inc. I am truly honored to have worked with you. I gained lots of valuable experience and knowledge during my tenure.

Sincerely,

Mary Monroe