Subject: Resignation with Immediate Effect

Dear Ms. Hamilton:

Please consider this email as my formal resignation from the position of Sales Manager for Global Foundries, effective immediately. I understand that an immediate resignation will require me to forgo one month's salary and I am alright with this arrangement. I have accepted a new position with Wells Fargo in Ohio and I need to move immediately to start their new project.

I have obtained a vast knowledge and expertise over the years I spent at Global Foundries. I am truly grateful to you for giving me the chance to learn and grow as a sales professional. I attribute all my accomplishments to the opportunities that I have provided with. As a mentor, you developed me exceptionally and I will always be grateful for that.

I understand that this immediate resignation might pose problems for Global Foundries which is why I am offering to hand over the work to whomever you choose to take my place through the telephone or emails. For the next two weeks, I deem it as my duty to make sure that your work is not affected. Please let me know if this arrangement is feasible for you.

I would like to thank you once again for providing me with the immense support over the years. I wish you and Global Foundries staff all the best for the future.

Sincerely,

Ian Loner