

Lois Rue

Dear Ms. Acevedo,

I hope this message finds you well. I am writing to formally resign from my position as Junior Data Analyst at Bright Future Solutions, effective August 16, 2024.

This decision has not been an easy one. After careful consideration, I have concluded that the position is not the right fit for my career goals and personal aspirations. I understand the timing of my departure is less than ideal, and I sincerely apologize for any inconvenience this may cause.

I am grateful for the opportunity to have been a part of Bright Future Solutions and appreciate the support and guidance provided during my brief tenure. I am committed to ensuring a smooth transition and am more than willing to assist in training a replacement or handing over my responsibilities during my remaining time here.

Thank you for your understanding and for the opportunity to work with Bright Future Solutions. I wish the company continued success and growth.

Sincerely,

Lois Rue

To

Carol Acevedo
Human Resources Specialist

From

Lois Rue
Junior Data Analyst