

Dear Mary,

I hope this message finds you well. As we discussed last Friday, here is my formal resignation letter.

First of all, I want to express my gratitude for the opportunity to work at The Service Companies.

However, after a more detailed review of the terms and conditions of my J-1 visa, I have realized that holding this additional job is against the regulations of my immigration status. To comply with these rules and avoid any legal issues, I must submit my resignation.

This decision was not easy, as I deeply value all the effort you guys put in the hiring process. Nevertheless, it is essential for me to adhere to the rules that govern my participation in the cultural exchange program.

I am committed to making this transition as smooth as possible for the company. Please let me know how can I assist you.

I really apologize to put you in this uncomfortable situation, I just didn't know I was incurring into a fault in my program purposes. I simply was looking for a second job that could relief my finances but apparently that's not possible.

Once again, thank you for the opportunity, and I hope you have a great day.

Sincerely, Juan Ascencio