

resignation letter with family reason Textbook

Resignation Letter with Family Reason

When an employee faces pressing family commitments or emergencies, submitting a resignation letter with a family reason becomes a necessary step. Such letters not only communicate your decision professionally but also maintain good relationships with your employer. Crafting a resignation letter with a family reason requires careful consideration of tone, clarity, and professionalism to ensure a smooth transition and preserve your reputation. In this comprehensive guide, we will explore the importance of a resignation letter with family reasons, how to write one effectively, examples, and tips to make the process seamless for both you and your employer.

Understanding the Importance of a Resignation Letter with Family Reason

A resignation letter with family reasons is a formal document that informs your employer of your decision to leave the company due to personal or family-related circumstances. It serves multiple purposes:

- Professional Courtesy: Demonstrates respect towards your employer and organization.
- Legal Record: Provides documentation of your resignation, which can be useful for future reference.
- Transition Planning: Allows your employer to plan for your departure and find a replacement.
- Maintaining Relationships: Helps preserve a positive relationship, which can be beneficial for future references.

Key reasons for submitting such a resignation include:

- Family health issues requiring your attention
- Caring for an ill family member
- Family relocation
- Personal family emergencies
- Need to prioritize family commitments or responsibilities

How to Write a Resignation Letter with Family Reason

Writing a resignation letter that effectively communicates your intention to leave due to family

reasons involves several steps. Here's a structured approach:

1. Use a Clear and Professional Format

- Include your full name, address, and contact information at the top.
- Date the letter.
- Address it to your immediate supervisor or HR manager with proper designation.
- Use a professional salutation, such as "Dear [Manager's Name],".

2. State Your Resignation Clearly

Begin with a clear statement indicating your decision to resign and specify your last working day. For example:

"I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date of this letter]."

3. Mention Your Family Reasons Briefly

Communicate your reasons succinctly and professionally without divulging unnecessary personal details. For example:

"This decision has been driven by urgent family circumstances that require my immediate attention and presence."

4. Express Gratitude

Show appreciation for the opportunities and experiences gained during your tenure:

"I am grateful for the support, guidance, and opportunities I have received during my time at [Company Name]."

5. Offer Assistance with Transition

Express willingness to facilitate a smooth handover:

"I am committed to ensuring a seamless transition and am willing to assist in training my replacement or completing pending tasks before my departure."

6. Close Professionally

End with a courteous closing:

"Thank you for your understanding and support during this time. I look forward to staying in touch."

Sample Resignation Letter with Family Reason

Below is a sample letter to guide you:

> [Your Name]

> [Your Address]

> [City, State, ZIP]

> [Email Address]

> [Phone Number]

>

> [Date]

>

> [Manager?s Name]

> [Company Name]

> [Company Address]

> [City, State, ZIP]

>

> Dear [Manager?s Name],

>

> I am writing to formally resign from my position as [Your Position] at [Company Name], with my last working day being [Last Working Day, e.g., two weeks from today].

>

> This decision has not been made lightly. Due to urgent family circumstances that require my immediate attention and presence, I find it necessary to step away from my professional duties temporarily.

>

> I want to express my sincere gratitude for the opportunities and support provided during my tenure at [Company Name]. Working here has been a valuable experience, and I am truly appreciative of the professional growth I have achieved.

>

> I am committed to ensuring a smooth transition. Please let me know how I can assist in training my replacement or completing pending projects before my departure.

>

> Thank you for your understanding and support during this challenging time. I hope to stay in touch and wish the company continued success.

>

> Sincerely,

>

> [Your Name]

Tips for Writing an Effective Resignation Letter with Family Reason

To ensure your resignation letter is professional and respectful, consider the following tips:

- Be Honest but Diplomatic: Clearly state your reasons without oversharing personal details.
- Keep It Concise: Avoid lengthy explanations; focus on key points.
- Maintain a Positive Tone: Express gratitude and avoid negative comments about the company or colleagues.
- Provide Adequate Notice: Typically, a two-week notice is standard, but adjust based on your circumstances.

- Offer Help During Transition: Show willingness to assist in training or handing over responsibilities.
- Proofread Carefully: Ensure there are no grammatical or spelling errors.

Additional Considerations When Resigning for Family Reasons

Legal and Contractual Obligations

- Review your employment contract for notice period requirements.
- Understand any clauses related to resignation and benefits.

Communication with Your Employer

- Consider discussing your situation informally before submitting the formal letter.
- Be honest about your reasons, which can foster understanding and support.

Handling Sensitive Situations

- If your family situation is urgent or sensitive, frame your resignation with professionalism and discretion.
- Seek guidance from HR if necessary to navigate the process appropriately.

Post-Resignation Relationship

- Maintain professionalism and leave on good terms.
- Keep lines of communication open for future references or opportunities.

Conclusion

Resigning from a job due to family reasons can be a challenging decision, but handling it with professionalism and courtesy can make the process smoother for everyone involved. A well-crafted resignation letter not only communicates your intentions clearly but also upholds your reputation and preserves relationships. Remember to be honest, concise, and respectful, expressing gratitude for your experience while offering assistance during the transition. By following the guidelines and tips outlined above, you can ensure your resignation process is handled gracefully, reflecting your professionalism and integrity.

Keywords for SEO Optimization:

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- example resignation letter for family emergencies
- professional resignation letter sample
- resignation letter template for family commitments
- resigning due to family emergency
- tips for resigning professionally
- handling resignation due to family issues

Resignation letter with family reason is a sensitive and often necessary document that employees craft when they decide to leave their current position due to personal or family-related circumstances. Such letters serve as formal communication to employers, explaining the reasons for departure in a respectful and professional manner. When citing family reasons, the tone and content need to balance honesty with discretion, ensuring that the message is clear without oversharing personal details. Crafting a well-written resignation letter with family reason not only facilitates a smooth transition but also preserves professional relationships, which can be beneficial for future references or opportunities.

Understanding the Importance of a Resignation Letter with Family Reason

A resignation letter with family reasons is more than a formal notification; it is a reflection of professionalism and respect toward the employer. It demonstrates your appreciation for the opportunities provided while clearly communicating your need to prioritize family commitments.

Why is it important?

- Maintains professionalism: Even when leaving for personal reasons, a well-structured resignation letter underscores your professionalism.
- Provides clarity: Clearly states the reason for leaving, which can help the employer understand your situation.
- Ensures a formal exit: Serves as an official record of your resignation, which can be important for HR processes.
- Preserves relationships: A respectful letter can help maintain good relationships, potentially benefiting future networking.

Key Components of a Resignation Letter with Family Reasons

A well-crafted resignation letter with family reasons should include several critical components to ensure clarity and professionalism.

1. Clear Statement of Resignation

Begin with a straightforward declaration of your resignation, including your last working day.

2. Mention of Family Reasons

Politely indicate that your decision is driven by family circumstances. You do not need to go into detailed specifics but should communicate the essence of your reason.

3. Expression of Gratitude

Express appreciation for the opportunities, mentorship, and experiences gained during your tenure.

4. Offer of Assistance during Transition

Indicate willingness to help with the handover process to ensure a smooth transition.

5. Formal Closing

End with a respectful closing statement and your signature.

Sample Structure of a Resignation Letter with Family Reason

Below is a simplified structure with sample language to illustrate how to compose such a letter.

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date].

This decision has not been easy and is driven by pressing family circumstances that require my full attention and presence. Due to these personal reasons, I have decided it is best for me to step away from my professional responsibilities temporarily. I appreciate your understanding and support regarding my situation.

I want to take this opportunity to thank you and the entire team for the invaluable experience, mentorship, and camaraderie I have enjoyed during my tenure. Working here has significantly contributed to my professional growth, and I am grateful for the opportunities provided.

To facilitate a smooth transition, I am committed to completing my current projects and assisting in training my replacement if needed. Please let me know how I can be of help during this period.

I hope to stay in touch and look forward to crossing paths in the future. Thank you once again for your understanding and support.

Sincerely,

[Your Name]

Tips for Writing a Resignation Letter with Family Reasons

When drafting your resignation letter with family reasons, keep in mind the following tips to ensure your message is respectful, clear, and professional:

- Be Honest but Discreet: You don't need to share detailed personal information; a brief explanation suffices.
- Keep the Tone Respectful: Even if your reasons are sensitive, maintain a respectful and positive tone.
- Be Concise: While you want to explain your reasons, avoid lengthy justifications; clarity is key.

- Express Gratitude: Highlight positive experiences to leave a good impression.
- Offer Assistance: Show willingness to support the transition process.
- Follow Company Policies: Be aware of any formal procedures or notice periods required by your employer.

Pros and Cons of Including Family Reasons in a Resignation Letter

Pros:

- Honesty and Transparency: Providing a genuine reason fosters understanding and trust.
- Personal Closure: Clearly stating your reasons helps you emotionally and professionally move forward.
- Maintaining Good Relations: Respectful communication can preserve relationships for future networking.
- Legal or HR Clarity: Formal documentation with reasons can be useful for HR records or future references.

Cons:

- Potential Misinterpretation: Employers may misinterpret or judge the reasons negatively.
- Privacy Concerns: Sharing personal family details may feel intrusive.
- Impact on References: In rare cases, the reason might influence future recommendations.
- Company Policies: Some companies prefer a simple resignation without detailed explanations.

Alternative Approaches to Communicating Family Reasons

While a formal resignation letter is standard, sometimes verbal communication or a more personalized note can be appropriate, especially if you have a close relationship with your employer.

- Verbal Conversation: Discuss your reasons directly, followed by submitting a formal letter.
- Email Resignation: Less formal but still professional; suitable for remote or less formal workplaces.
- Personal Note: Handwritten letter for added sincerity, particularly in close-knit environments.

Legal and Ethical Considerations

When including family reasons in your resignation letter, remember:

- Privacy: Protect your personal privacy and avoid oversharing sensitive family details.
- Truthfulness: Be honest about your reasons without fabricating information.
- Non-Discrimination: Ensure that your reasons are not perceived as discriminatory or problematic.
- Company Policies: Adhere to contractual or HR policies regarding resignation notices.

Conclusion

A resignation letter with family reason is a vital document that communicates your departure professionally while providing context for your decision. By articulating your reasons thoughtfully and respectfully, you can leave your current position on good terms, preserving relationships and maintaining your professional reputation. Remember to tailor your letter to your unique circumstances, balancing honesty with discretion, and always expressing gratitude for the opportunities you've had. Whether you choose to include detailed explanations or keep it brief, the goal is to ensure clarity, professionalism, and a smooth transition. Properly handling this process can benefit you both personally and professionally, paving the way for future opportunities and positive references.

End of Article

Question How should I address family reasons in my resignation letter? You can briefly mention family reasons by stating that you are resigning due to personal/family commitments without going into detailed specifics, maintaining professionalism and privacy. **Answer** Is it appropriate to include family reasons in my resignation letter? Yes, if you feel comfortable, including family reasons can provide context for your resignation. Keep the mention brief and professional to maintain a positive tone. Should I discuss my family reasons with my employer before submitting the resignation letter? It's respectful to have a conversation with your employer about your decision before submitting the letter, especially if you are comfortable sharing the reasons, but it is not mandatory. How can I ensure my resignation letter remains professional while mentioning family reasons? Focus on expressing gratitude, state your reason briefly, and offer to assist with the transition, keeping the tone respectful and concise. Are there any legal or contractual considerations when resigning due to family reasons? Generally, resigning due to family reasons does not have legal implications, but review your employment contract for notice period requirements or other obligations. What is the ideal notice period when resigning for family reasons? Follow your employment contract or company policy, typically providing at least two weeks' notice, but consider giving more time if possible to facilitate a smooth transition. How can I handle a situation where my family reasons require urgent resignation? In urgent cases, communicate your situation honestly with your employer, and provide as much notice as possible, offering assistance with handovers remotely if feasible. Should I seek legal advice when resigning due to family reasons? Usually, legal advice is not necessary unless there are complex contractual or legal issues; otherwise, straightforward resignation letters suffice. If unsure, consulting an employment lawyer can be

helpful.

Related keywords: resignation letter, family reasons, quitting letter, resignation email, leave of absence, personal leave, family emergency, formal resignation, resignation template, professional exit

sample resignation letter for notary public

Sample resignation letter for notary public: A comprehensive guide to effectively resign from your notary position

Resigning from a position as a notary public is a formal process that requires careful attention to detail and adherence to legal and procedural guidelines. Whether you're stepping down due to personal reasons, professional changes, or retirement, providing a clear and professional resignation letter is essential. In this article, we will provide you with a detailed *sample resignation letter for notary public*, along with useful tips and insights to help you craft your own resignation document that meets legal standards and maintains your professional reputation.

Understanding the Importance of a Proper Resignation Letter for a Notary Public

Why a Formal Resignation Letter Matters

A resignation letter serves as an official notification of your intent to terminate your duties as a notary public. It:

- Ensures legal compliance by documenting your resignation
- Provides clarity to clients, employers, or supervising authorities
- Maintains your professional reputation within the community

Legal and Ethical Considerations

As a notary, you are bound by state laws and ethical standards. Your resignation letter should:

- Be truthful and straightforward about your intent to resign
- Include any necessary procedural steps mandated by your jurisdiction

- Ensure there are no outstanding responsibilities or pending notarizations before resignation

Key Elements of a Resignation Letter for Notary Public

To ensure your resignation letter covers all necessary information, include the following components:

1. Your Contact Information

- Full name
- Address
- Phone number
- Email address

2. Date of the Letter

- Clearly state the date you are submitting the resignation

3. Recipient's Details

- Name of the supervisor, agency, or commission overseeing your notary duties
- Address of the organization or authority

4. Formal Salutation

- Example: "Dear [Recipient's Name or Title],"

5. Clear Statement of Resignation

- Explicitly state your intention to resign from your notary public duties
- Specify the effective date of resignation

6. Reason for Resignation (Optional)

- Briefly mention reasons if appropriate, but it is not mandatory

7. Acknowledgment and Gratitude

- Express appreciation for opportunities or support received

8. Transition Planning

- Offer assistance in the transition period if possible
- Mention any pending responsibilities

9. Closing Statement and Signature

- Formal closing, such as "Sincerely" or "Best regards"
- Your handwritten or digital signature

Sample Resignation Letter for Notary Public

Below is a comprehensive *sample resignation letter for notary public* that you can customize to fit your specific situation:

``plaintext

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Title or Position]

[Organization or Commission Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name or Title],

I am writing to formally resign from my position as a Notary Public for [state or jurisdiction], effective [Last Working Day, e.g., two weeks from the date above].

It has been a privilege to serve as a notary and to assist clients with their notarization needs. After careful consideration, I have decided to step down due to [personal reasons, retirement, relocation, or other reasons ? optional to specify].

Please let me know if there are any pending notarizations or responsibilities I should address before my departure. I am committed to ensuring a smooth transition and am happy to assist in transferring my duties or providing any necessary documentation during this period.

I sincerely appreciate the support and opportunities provided by [organization or commission's name], and I am grateful for the trust placed in me during my tenure. I look forward to staying connected and wish the organization continued success.

Thank you once again for your understanding. Please confirm the receipt of this resignation letter and advise on any further steps required.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

...

Tips for Writing an Effective Resignation Letter as a Notary Public

1. Be Clear and Concise

State your resignation explicitly, including the effective date, to avoid any misunderstandings.

2. Maintain a Professional Tone

Use respectful language throughout your letter, regardless of your reasons for resigning.

3. Follow Jurisdictional Requirements

Check your state's laws or the notary commission's guidelines for any specific resignation procedures or forms.

4. Notify in Advance

Provide sufficient notice—typically two weeks—to allow for a smooth transition.

5. Offer Assistance During Transition

If possible, help with transferring responsibilities or completing pending notarizations.

6. Keep a Copy for Your Records

Save a signed copy of your resignation letter for future reference.

Additional Considerations When Resigning as a Notary Public

Notifying Clients and Stakeholders

While your formal resignation letter addresses the overseeing authority, consider personally informing clients or colleagues if appropriate, ensuring they are aware of your resignation and any recommended next steps.

Returning Notary Supplies

Remember to return any official notary seals, stamps, or certificates as required by your jurisdiction.

Filing Any Final Reports

Complete and submit any final reports or documentation needed to officially close your notary record.

Updating Public Records

Check if your jurisdiction requires updating or removing your name from public notary registries.

Conclusion

Resigning as a notary public is an important step that should be handled professionally and in

accordance with legal requirements. Using a well-crafted *sample resignation letter for notary public* can help ensure your departure is smooth, respectful, and legally compliant. Remember to include all necessary details, communicate clearly and professionally, and follow your jurisdiction's procedures. By doing so, you maintain your reputation and uphold the integrity of your notarial duties even as you transition out of the role.

Whether you're retiring, changing careers, or stepping down for personal reasons, a thoughtfully written resignation letter is an essential part of leaving your position responsibly and professionally.

Sample Resignation Letter for Notary Public: An In-Depth Review and Guide

The role of a notary public is an essential one in the legal and financial sectors, serving as an impartial witness to the signing of important documents, verifying identities, and preventing fraud. However, circumstances may arise that necessitate a notary public to step down from their duties. Whether due to personal reasons, career changes, or compliance issues, understanding the proper process for resignation is crucial. This article provides a comprehensive exploration of the sample resignation letter for notary public, its significance, proper formatting, legal considerations, and best practices for resignation.

Understanding the Role of a Notary Public and the Need for Resignation

Notaries act as public officials authorized by state government to perform specific legal formalities. Their responsibilities include witnessing signatures, administering oaths, and certifying documents. Because of the trust placed in notaries, their conduct is governed by strict ethical and legal standards.

Reasons for Resignation may include:

- Retirement or health issues
- Relocation to a different jurisdiction
- Disqualification or suspension
- Personal reasons or career change
- Completion of the term or voluntary retirement

Resigning properly ensures the integrity of the notary's office and maintains public trust.

Legal and Ethical Considerations in Resignation

Before drafting a resignation letter, a notary public must be aware of legal obligations and

procedural requirements, which may vary by jurisdiction.

Legal Requirements and Guidelines

- Notification: Most jurisdictions require written notice to the issuing authority (e.g., Secretary of State).
- Timing: Resignation should be submitted within a specified period, often 30 days prior to the effective date.
- Outstanding Responsibilities: The notary must fulfill or properly transfer pending duties.
- Recordkeeping: All official records and journals should be maintained or transferred according to regulations.
- Revocation or Suspension: If a notary's license is revoked or suspended, resignation procedures may differ.

Ethical Responsibilities

- Avoiding conflicts of interest
- Ensuring all notarizations are legitimate up until the resignation date
- Properly informing clients or employers about the resignation

Understanding these factors helps in preparing a resignation that is compliant and ethically sound.

Components of a Proper Resignation Letter for Notary Public

An effective resignation letter must be clear, professional, and adhere to formal standards. The typical components include:

- Header and Address
- Name and contact information of the resigning notary
- Date of writing
- Address of the issuing authority or department
- Formal Salutation

- Addressed to the appropriate authority, e.g., "Dear Secretary of State,"
- Statement of Resignation
- Clear declaration of intent to resign
- Effective date of resignation
- Reason for Resignation (Optional)
- Brief explanation, if appropriate
- Acknowledgment of Responsibilities
- Confirmation that all duties and responsibilities will be properly concluded or transferred
- Closing Remarks
- Expression of gratitude
- Willingness to assist during the transition
- Signature
- Handwritten or electronic signature
- Printed name and notary commission number

Sample Resignation Letter for Notary Public

Below is a sample template that can be adapted to specific circumstances:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Department]

[Agency or Office Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Resignation from Notary Public Commission

I am writing to formally resign from my position as a Notary Public for [Jurisdiction/State], effective [Last Working Day, e.g., June 30, 2024]. This decision has not been made lightly, and I appreciate the opportunity to serve as a notary during my tenure.

Please consider this letter as my official notice, in accordance with the requirements outlined by [State or Jurisdiction] laws, which stipulate a [Number of Days] day notice period. I will ensure that all pending duties are completed and that my records are transferred or maintained according to the regulations.

I am grateful for the trust and responsibilities entrusted to me during my service, and I am committed to ensuring a smooth transition. Kindly advise on any additional steps I should take to facilitate my resignation process.

Thank you for your guidance and support. I look forward to assisting with any transition matters or providing further clarification if needed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Notary Commission Number]

Best Practices When Resigning as a Notary Public

To ensure a seamless resignation process, consider the following best practices:

- Review State Regulations
 - Consult the specific laws governing notary resignations in your jurisdiction.
 - Confirm the required notice period and documentation.
- Notify in Writing
 - Always provide a formal, written notice of resignation.
 - Keep copies for your records.
- Complete Outstanding Duties
 - Finalize any notarizations or pending responsibilities.
 - Inform clients or employers about your resignation.
- Transfer or Secure Records
 - Ensure your journal and records are transferred or stored securely, following legal guidelines.
- Follow Up

- Confirm receipt of your resignation letter with the appropriate agency.
 - Obtain official acknowledgment or confirmation of your resignation.
-
- Maintain Professionalism
-
- Be courteous and professional throughout the process.
 - Offer assistance during the transition.

Additional Considerations and Common Questions

Q: Can I rescind my resignation after submitting it?

A: Rescinding a resignation depends on jurisdictional laws and the acceptance of the resignation by the authority. It's best to consult with the issuing agency immediately if reconsideration is desired.

Q: What happens if I do not submit a resignation letter?

A: Continuing to perform notarial acts after resignation may be illegal and could lead to disciplinary action or legal consequences.

Q: Is there a formal form provided by the state for resignation?

A: Many states do not mandate a specific form; a well-structured resignation letter generally suffices. However, some jurisdictions may provide official forms or guidelines.

Q: How does resignation affect my notary license or commission?

A: Upon resignation, your commission is typically considered terminated, and you will no longer be authorized to perform notarial acts.

Conclusion

Resigning as a notary public is a formal process that requires careful attention to legal requirements, ethical considerations, and professional standards. A well-crafted sample resignation letter for notary public not only facilitates compliance but also ensures a respectful and organized transition. By understanding the components, legal implications, and best practices outlined in this review, notaries can confidently navigate the resignation process, safeguarding their reputation and ensuring adherence to jurisdictional regulations.

Proper resignation preserves the integrity of the notarial office and upholds the trust placed in notaries by the public and legal institutions. Whether retiring, relocating, or pursuing other opportunities, following the outlined procedures will help to conclude your notarial duties responsibly and professionally.

Question What should be included in a sample resignation letter for a notary public? A proper resignation letter for a notary public should include your name, certification number, effective resignation date, a brief statement of resignation, gratitude for the opportunity, and your signature. Is there a specific format for resigning as a notary public? While there is no strict format, it's recommended to use a formal business letter format, clearly stating your intent to resign and including all relevant details to ensure professionalism. Do I need to notify the state or issuing authority when resigning as a notary public? Yes, most states require you to notify the issuing authority or the appropriate state department in writing about your resignation to formally cancel your appointment. Can I use a generic resignation letter template for my notary public resignation? Yes, a generic template can be used, but it's important to customize it with your specific details and adhere to any state-specific requirements or guidelines. When is the best time to submit my resignation letter as a notary public? It's best to submit your resignation well before your current term expires, ideally at least 30 days in advance, to allow for proper processing and any necessary notifications. What are the consequences of resigning as a notary public without proper notice? Resigning without proper notice may lead to administrative issues, potential penalties, or difficulties in future applications or reappointments, so it's important to follow official procedures. Can I rescind my resignation as a notary public after submitting the letter? Rescinding a resignation depends on state regulations; you should contact the issuing authority to determine if retraction is possible and follow their procedures. Are there any legal considerations when drafting a sample resignation letter for a notary public? Yes, ensure the letter is clear, professional, and truthful, and complies with state laws and regulations to avoid any legal issues or complications.

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