Date: June 11, 2019

Mr. Joe Cena,  
Managing Director

Dear Mr. Cena:

Please accept this letter as my formal notice of resignation from my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The learning I have made during my work here will actually be unforgettable for years to come.I anticipate a two-week notice is enough for you to find a substitute for me. If I can assist to prepare my substitute or fasten any loose ends, please let me know.

Thank you very much for giving me the opportunity to work with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company.

Sincerely,

John Doe

Marketing Manager

Signature: