Date:

Name:
Title:
Company Name:
Address:
City:

Dear Mr./Ms. Manager Name

Please accept this letter of resignation from the position of [Job Title], effective two weeks from today. My last day at [Company Name] will be [date].

I appreciate the professional development and growth from [Company Name], and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.

I wish you, and [Company Name] continued growth and success in the future.

Sincerely,

Noah Guilford
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Miami, FL 54121

By Andre Bradley