Mr. Horton,

Manager HR

\_\_\_\_\_\_\_\_\_\_\_\_\_ Associates  
89 TNT Lane  
Miami, FL 89544

Dear Mr. Horton:

I am writing to inform you about my intention to resign from my position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My resignation will be effective after two weeks from now \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like say a special thanks to you and my helpful colleagues for making my tenure at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a memorable and highly productive experience. The expertise I have developed here through team work will be helpful for me throughout my life.

I believe that this two weeks’ notice period will be adequate for you to find my replacement and I would gladly assist to train the new inductee. During this 2 weeks’ tenure, I will finish all my ongoing assignments and fasten any loose ends. If I can be of any further assistance to smoothen this transition please let me know.

Wishing you all the very best of luck.

Sincerely,

**Noah Guilford**

Noah Guilford  
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Miami, FL 54121