

RESIGNATION LETTER SAMPLE

898 Anywhere Boulevard
Columbus, GA 31906
Date

Mr. Julius Cartwright
Locking Company
343 Nail Drive
Columbus, GA 31903

Dear Mr. Cartwright:

I would like to extend my appreciation to Locking Company for allowing me to work for you for the past number of years. I have gained a vast amount of knowledge, experience and expertise over the past number of years. Your support, training, friendship and sincerity will always be remembered.

At this time, I would like to request a two week notice. Due to a recent promotion, personal reason, etc., I will be resigning as of include exact date to pursue other avenue.

Again, thank you for your time and friendship with Locking Company.

Sincerely,

YOUR NAME