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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Ms. Kelly Smith

123 Audra Drive

Morgantown, WV 26505

March 1, 20XX

Attention: Marion Driver

ABC Company

555 Belington Road

Morgantown, WV 26501

Dear Marion,

This letter serves as my official two weeks’ notice for my resignation from my position as Senior Engineer here at ABC Company. My final day of work will be March 15, 20XX.

I appreciate the opportunity to advance my career with the company over the past six years. Thank you for fostering a work environment and team where I was able to grow and thrive.

I am available to support the transition for the continuation of my duties and responsibilities. Of course, I will also train my permanent or interim successor and hand off processes and procedures for business continuity.

My contact information is provided above if you have any questions.

I wish you and the company all the best.

Respectfully Yours,

[Signature]

Kelly Smith