55 Austin Street  
Overland Park, KS 50112

September 9, 2015

Ms. Helen Murdoch  
Manager HR  
Harrington Inc.  
221 Lake Lane  
Overland Park, KS 56213

Dear Ms. Murdoch:

Please consider this letter as a two weeks’ notice of my resignation from my position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It was very hard for me to decide this because I have been very comfortable in my role here.

I feel proud to become a part of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. since its inception. I would like to thank you for the time, patience and perseverance which you have shown in providing me with the best training in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Needless to say, the decision to leave was extremely difficult but necessary due to some \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My last working day will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This will give me enough time to hand over my work to any individual who will replace me.

Thank you being a wonderful supervisor and for teaching me all that I know.

Sincere regards,

(Signature)

Hannibal Lector  
Administrative Assistant  
Harrington Inc.  
(000) 857-9872  
example@email.com