**TWO WEEKS NOTICE LETTER**

February 22, 20XX

Clare Huxtable  
Marketing Manager  
Main Images Marketing  
999 Lackner Blvd.  
New York, NY 10022

Dear Mrs. Huxtable,

I am writing this letter to inform you of my resignation as Marketing Analyst of Main Images Marketing. My last day of employment will be March 7, 20XX.

A job opportunity has been presented to me, one that I feel is much more suited to my skill set. I believe it would be in my best interest to pursue this opportunity and take on this new challenge. I appreciate the level of professionalism and consideration you have shown me throughout the years, and I would like to thank you for the investment you’ve made in my professional career.

If there is any way I can assist in the effort of finding a fitting replacement, or if you have any questions, feel free to contact me.

Regards,

Nancy Jones