**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

[Date]

Dear Ms. Machado,

I am just sending this letter to inform you of my resignation from ABC Company. I have realized over the past couple of weeks that I am just not a good fit for the work environment at this company. My last day of work will be August 15, 20XX, so please accept this letter as my official two weeks’ notice of resignation from ABC Company. I hope you understand.

I do hope that no inconvenience results from my resignation. Should any arise, I would be happy to assist in any way, such as selecting a replacement to take over my duties. If you would like to discuss this further, please feel free to contact me at (555)-555-5555 or [email] I will return messages as quickly as possible.

I have tried my best to make this job work, but in the end I feel that I have made the best decision possible. I am grateful for the work experience I did earn and I appreciate your patience and cooperation with me during this time. I wish ABC Company continued success.

Yours sincerely,

[Signature]

Gemma Ward

ABC Company