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

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

[Date]

Jana Jones

Branch Manager

XYZ Company

1810 Broadway

Tampa, FL 32102

Dear Ms. Jones,

I am writing to notify you of my resignation from my position as analyst at Company Name. My last day will be August 26, 20XX.

Please let me know how I can be of service during my final two weeks at the company. I am more than happy to train an incoming employee, or assist with the transition in any other way.

Thank you for all of the professional opportunities you have provided me over the past three years. I wish you and the company all the best.

Regards,

[Signature]  
Miles McLaughlin

212 22nd St.

Redington Shores, FL 33452

345-123-1222

miles.mclaughlin@email.com