**TWO WEEKS NOTICE LETTER**

November 1, 20XX

Donald Frans  
Supervisor  
King Street Automotive  
123 King St.  
Mobile, AL 36522

Dear Mr. Frans,

As you know, I have been attempting to find a position in the field with working hours that allow me to spend more time with my wife and our newly born son. Consequently, I have taken a position at Mobile Muffler and therefore will be resigning from King Street Automotive as of November 14, 20XX.

This hasn’t been an easy decision. Working at King Street Automotive has been a rewarding experience that has filled me with a sense of pride and accomplishment. I will always be grateful for the opportunity you’ve given me and I wish you and the rest of the team nothing but the best.

Should you ever have any questions, or if there is any way I can assist you in finding a replacement, don’t hesitate to give me a call.

Regards,

Harry Smith