**TWO WEEKS NOTICE LETTER**

To: [Supervisor’s Email Address]
Subject: Letter of Resignation - [Your Name]

Dear [Supervisors’ Name],

I issue this letter as my official two weeks’ notice for resignation from the position of a sale representative for JayMark Holdings. My last day at work will be on September 5, 20XX. Due to the sudden illness of my wife, I have decided to resign to take care of her. She has been in a coma for the past month.

Thank you for the opportunity of working for JayMark Holdings. My career is at a totally different level.

If you require any help I will be ready to assist; please feel free to contact me.

Sincerely

Eliot Peterson
Sales Representative