\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

123 Broadway Street   
Suite 1   
Columbus, OH 43266   
Tel: (555)555-5555   
  
To:   
  
Shannon D. Foster   
Manager, HR   
\_\_\_\_\_\_\_\_\_\_\_\_

123 Main Street   
Columbus, OH 43266   
  
Date

Dear Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,   
  
I am sending this letter to confirm my resignation as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(company address), as I have recently accepted a transfer to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ branch. My last day at work will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so please consider this letter as my official two weeks' notice of resignation from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ branch of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company. I appreciate your understanding in this matter.   
  
I plan to work as hard as always during my last two weeks in an effort to minimize any inconvenience caused by my resignation. I am also willing to assist in training a replacement to take over my duties if need be. If you wish to discuss this matter with me further, please do not hesitate to contact me by phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.com and I will return messages as soon as possible. I look forward to hearing from you.   
  
I will miss the great staff and work environment at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ branch, but look forward to getting settled in my new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(new company branch) position. I know that all of the great experience I have earned will serve me well there. I wish the company continued success and thank you for your patience and cooperation with me at this time.   
  
Yours sincerely,   
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Manager   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_