**Four weeks' notice letter example**

[Date]

John Delaney [Supervisor’s Name]  
ACT LLC [Company Name]  
173 Up Street, Columbus, Ohio 13456 [Company Address]

Dear Mr. Delaney,

This letter is to give you four weeks’ notice of my official resignation from ACT LLC. My final day as a sales associate with ACT LLC will be [four weeks from today’s date].

It has been a pleasure working with ACT LLC. I appreciate the time and commitment the company has shown me in helping to develop my sales associate experience and skills.

I intend to continue providing ACT LLC with the same high-quality work from now until my last day of employment. If there is anything you need me to do to help during this transition time, please let me know.

Sincerely,  
Elizabeth Smith