**RESIGNATION LETTER WITH TWO WEEK'S NOTICE**

Janice Brown  
Lucky Strike Tavern  
123 Roberts Road  
Plainfield, Illinois 60585

Dear Ms. Brown,

I am writing to inform you that I am resigning from my position as a server at Lucky Strike Tavern. I have greatly enjoyed my time working here, but I was recently offered a position that I think can better help me reach my career goals. My last day of work at Lucky Strike Tavern will be April 15, which is two weeks from today, so I hope that you accept this letter as my two-weeks' notice.

\*My decision to leave Lucky Strike Tavern comes only because of the new opportunity I was presented with, as I have loved working here for the past two years. I will miss my fellow servers and bartenders, as well as the constant support I receive from you and the rest of the management team. Thank you so much for the opportunity to work for you as a server, and I hope that we can keep in contact.

Best wishes,\*

Matthew Jorgenson  
(000) 000-0000