**TWO WEEKS NOTICE RESIGNATION LETTER**

August 12, 20XX

Jana Jones  
Branch Manager  
XYZ Company  
1810 Broadway  
Tampa, FL 32102

Dear Ms. Jones,

I am writing to notify you of my resignation from my position as analyst at Company Name. My last day will be August 26, 20XX.

Please let me know how I can be of service during my final two weeks at the company. I am more than happy to train an incoming employee, or assist with the transition in any other way.

Thank you for all of the professional opportunities you have provided me over the past three years. I wish you and the company all the best.

Regards,

Signature

Miles McLaughlin