**TWO WEEKS NOTICE LETTER**

To Phillip Matthews  
Manager, HR  
East Corps Corporation  
200 Wine Drive  
New Parkland, CA 90100  
  
Dear MR. Matthews,  
  
This letter informs you of my resignation from East Corps as the marketing manager effective two weeks from today. I will assume a similar role in another company after may resignations. My last day at work will be October 10, 20XX.  
  
Please consider this as my official resignation notice. I can’t forget to thank you for the chance to use my skills and knowledge to grow my career in your company. My time here has been great opportunities to learn and sharpen my skills.  
  
Let me know if you need any assistance in the transition period.  
  
Again thank you,  
  
Sincerely,  
  
Paul Trevor  
Marketing manager