

Anna Smith
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September 11, 2015

Mr. John Doe
Managing Director

54 New West Street
Atlantic City, NJ 04411

Dear Mr. Doe:

Please accept this letter as my two weeks notice of resignation from _____,
effective _____. The relations I have made and the experience I have
gained during my tenure at _____ Company will be
memorable – beyond doubt – for many years.

I anticipate a two-week notice will be adequate for you to find a substitute for me. If I can
assist to prepare the person of my replacement or fasten any loose ends, please let me
know.

Thank you very much for providing me with the chance to explore my talents.

Sincerely,

[Signature]
Anna Smith
Customer Relations Officer