

TWO WEEKS NOTICE RESIGNATION LETTER

April 15, 20XX

Jonas Killington

Manager

ABC Company

112 Jericho Turnpike

Huntington, NY 11432

Dear Mr. Killington,

I am writing to announce my resignation from ABC Company, effective two weeks from this date. My last day will be April 29, 20XX.

This was not an easy decision to make. The past ten years have been very rewarding. I've enjoyed working for you and managing a very successful team dedicated to a quality product delivered on time.

Thank you for the opportunities for growth that you have provided me. I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

Signature

Karina Abara