

Resignation Email with Notice Period

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Contact Name
Job Title
Company Name
Address
City, State Zip Code

Dear Mr./Ms. Lastname:

I am writing to announce my resignation from Truly and White, effective two weeks from today. I will always cherish my time here, and I've enjoyed working with you and the entire management team. However, this past week I was offered an opportunity to accept the job of my dreams.

Thank you for the opportunities you gave me at Truly and White. I learned so much while I was here, and I hope I have provided value to the company as well. I will be happy to assist with training a replacement and do anything else you might need to ensure a seamless transition.

Sincerely,

Your Signature (hard copy letter)

Typed Name