

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Notice to Quit

Dear :

After 24 years of employment with {Company}, I have decided to quit. This is not an impromptu decision. I have been considering this plan of action for some time. I have decided that I do not want to continue as {position} with {Company}. Therefore, this letter serves as my letter resignation and the announcement of my two week notice.

If you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

N A M E