

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

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am resigning from my position with the company. I understand that two weeks notice is standard. However, if at all possible, I would appreciate you releasing me from employment with the company as soon as possible.

I would be glad to provide any assistance I can during this transition.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

I'm looking forward to hearing from you regarding the end date of my employment.

Sincerely,

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Your Signature  
Your Typed Name