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. <Surname>

I am writing to inform you that I am resigning from the company. I have loved my time here at XXT and I will look back on my job fondly, but I have decided to take some time away from work for higher studies in abroad.

I am giving my two weeks' notice and my last day will be \*\*\*\*, I hope I can be of assistance in the replacement process. Please let me know if there is anything I can do to help.

The opportunities and experiences I have had here at XXT have been irreplaceable, and I appreciate your acceptance and understanding.

Thank you again for all your help during my time within the company. I wish you all the best and I hope to keep in contact. I feel good that you have understood mine personal problem and provided me guidance.

Yo<mark>urs S</mark>incerely, ABC

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