[Your Name]

[Your Street Address]

[Your City, State/Province, Country]

[Your Phone Number]

[Your Email Address]

[Today’s Date]

[Employer Contact Name]

[Employer Title]

[Employer Company Name]

Dear [Employer Contact Name],

[First paragraph: I am writing to provide you with my formal notice of resignation from The Company.  My last day will be January 19, 2018, two weeks from today.]

[Second paragraph: This was not an easy decision to make, and I appreciate your support over the course of my employment at The Company.  I truly value the experience, training, and knowledge I gained over the past 5 years. It has been a pleasure working with you and the team.

[Third paragraph: Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.]

Sincerely,

[Image of Signature]

[Your Name]

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