

Resignation letter example #1 – Two week

Junita Firebird

Tempe, AZ • 480-555-3245 • Junita.Firebird@outlook.com

August 20, 2021

John Fleming, MBA
VP, Marketing
Johnson Contrast
47 Windemere CT
Surprise, AZ 99999

Dear Mr. Fleming:

Thank you so much for the opportunity to work with you and the team at Johnson Contrast. I am writing to give you my formal notice that I have accepted another position as Manager of Marketing with Creative Company. My last day of employment is two weeks from today, September 3, 2021.

This is a new management opportunity that provides new growth opportunities for me, both professionally and personally. I am very thankful for the experiences I have had while working here at Johnson Contrast. I appreciate all your support and leadership over these past two years.

Please let me know how I may help and support you and the team as I transition to my new role. I wish you and the team all the best in your future endeavors.

Thank you so much.

Sincerely,

Junita Firebird

Junita Firebird