

Resignation letter example #1 Two week

Junita Firebird

Phone: 555-555-5555 • Email: Junita.Firebird@outlook.com

August 20, 2021

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

Dear Dr. 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, August 30, 2021.

This is a new management opportunity that provides new growth opportunities for me, both professionally and personally. I am very thankful for the support and guidance you have provided during my time at Johnson Contrast.