Your City, State, Zip Code
Your Phone Number
Your Email

Date

Human Resources Mr Eric Smith
Client Services Director
Nathan Jones Inc
Address
City, State, Zip Code

Dear Mr Smith

Please accept this letter as formal notice of my resignation from the position of Client Services Agent with Nathan Jones Incorporated. My last working day will be November 30, 2016. This is two weeks from today as per my employment contract.
Thank you for the opportunities I have been given during my time with the company.
I wish you and the company well in the future.

Sincerely

Your Name