

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear { Name of Recipient },

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 August 16, 2019. 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

Best Regards,

{ Your Signature }

{ Your Name }
{ Your Title }