

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

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{ Today's Date }

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

Dear { Name of Recipient },

This letter represents my official notice of resignation from my position of electrician with G&E effective on the 2nd of April, 2017.

It has been a gratifying experience to work alongside the individuals at G&E. I appreciate the knowledge and experience I have gained during my time here.

I trust two weeks will be a sufficient amount of time for you to find a replacement and I'd like to offer my assistance in training the person that will take over my position.

Thank you for your understanding.

Sincerely,

{ Your Signature }

{ Your Name }  
{ Your Title }