Anna Smith  
524 7th Street  
Atlantic City, NJ 07874  
(000) 876-6765  
anna@email.com

September 11, 2015

Mr. John Doe  
Managing Director  
ABC Company  
54 New West Street  
Atlantic City, NJ 04411

Dear Mr. Doe:

Please accept this letter as my two weeks notice of resignation from ABC Company, effective September 24, 2015. The relations I have made and the experience I have gained during my tenure at ABC Company will be memorable – beyond doubt – for many years.

I anticipate a two-week notice will be adequate for you to find a substitute for me. If I can assist to prepare the person of my replacement or fasten any loose ends, please let me know.

Thank you very much for providing me with the chance to explore my talents.

Sincerely,

[Signature]  
Anna Smith  
Customer Relations Officer  
ABC Company