William Burroughs  
1 Main Street, Dublin, Ireland  
Email: wburr1900@gmail.com  
Phone: 0877654321

March 25, 2019  
John Oldman,  
Senior Manager

Oldman’s Furniture Store  
1 Business Street  
Dublin

**Dear John,**

Please accept this letter as my resignation from Oldman’s Furniture Store. I know that I need to provide two weeks’ notice but due to health reasons, my last day at the company will be March 27, 2019, two days from now.

I sincerely apologize for the short notice and have enjoyed my time at Oldman's. Please let me know what I can do to aid with the transition.

Thank you for your understanding.

Sincerely,

William

[Add Signature]