March 26, 2019

Mr. John Doe,
Managing Director
XYZ Company

Dear Mr. Doe:

Please accept this letter as my formal 2-week notice of resignation from my position as Marketing Manager for XYZ Company, effective April 9.

The professional skills I developed through my work here will be unforgettable.

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

Thank you very much for providing me with this great opportunity.

Sincerely,

[Sign here]
John Doe
Marketing Manager