Dear Ms. Brown,

I am regretfully sending this letter to inform you of my resignation from my position at Smith Communications. It has been a difficult decision for me to make, as I have enjoyed my time there and gained valuable experience that will serve me in the rest of my career. However, I believe that taking this step will help me get closer to achieving my career goals.

Please accept this letter as my two weeks’ notice of resignation. My last day of work will be Tuesday, April 15, 2014. Between now and then, I will be putting forth every effort to finish my current projects and assist in transferring responsibilities where possible. I have already notified the rest of my team of my plans.

I wish to express the sincere appreciation I feel for the experience and opportunities I have gained during my service here. I wish Smith Communications every success and hope that our paths will continue to cross in the future. If you have any questions or concerns about this matter, please do not hesitate to contact me via telephone at (555)-555-5555 or via email at [email] I will endeavor to return messages as quickly as possible. Thank you for your consideration.

Yours sincerely,

Perry Jamison

Perry L. Jamison

Junior Assistant

Smith Communications