

Notice Letter for Employer

Taylor Greene

[Your Street Address]

[City, State, Zip Code]

taylor.greene@email.com

(555) 987-6543

March 1, 2024

Roberta Wallace

[Your Position's Title, e.g., Director of Operations]

[Company Name]

[Company Street Address]

[City, State, Zip Code]

Subject: Resignation Notice - Taylor Greene

Dear Ms. Roberta Wallace,

I am writing to formally announce my resignation from my position at [Company Name], effective two weeks from today, March 15, 2024. This was not an easy decision to make, and it took considerable thought and consideration. I have been offered an opportunity that will significantly help in achieving my long-term career goals, and after much deliberation, I have decided to accept it.

I want to express my deepest gratitude for the opportunities I have been given at [Company Name] and for the professional and personal growth that I have experienced during my tenure here. Working under your leadership and being part of the [Your Department/Team Name] team has been a highly rewarding experience. I am particularly thankful for the support and guidance you have provided me, which have enriched my professional journey.

During the next two weeks, I am committed to ensuring a smooth transition. I will complete all outstanding work to the best of my ability and am willing to assist in

training my replacement or passing on my responsibilities to another team member, as required. Please let me know how I can further aid in making this transition as seamless as possible.

I would like to maintain our professional relationship and hope to cross paths again in the future. My personal contact information is listed above, and I encourage you to stay in touch.

Thank you once again for the opportunity to work at [Company Name]. I am looking forward to seeing how the company continues to grow and succeed in the future.

Sincerely,

Taylor Greene