

The Good Example

"Dear (Supervisor's Name),

This letter constitutes an official two-week notice of my termination of employment with (Company Name), effective (Date of your Final Day). I'd like to thank you for the opportunity to work at (Company Name), and I appreciate the invaluable experience I gained while employed here.

I regret that I must tender my resignation, but I hope that my time with (Company Name) has been seen as productive and that I can count on you for a positive reference in the future.

Very sincerely,

(Print Name and Sign Below)"