**Two-Weeks Notice Resignation Letter Template**

Andrew Johnson
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South town, CA 12378
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May 1, 201X

Judith Smith
Manager
ABC Consultancy
500 Business Rd.
Business City, NY 54321

Dear Ms. Smith,

I am writing to announce my resignation from my position as Senior Business Consultant at ABC Consultancy, effective two weeks from this date.

This was not an easy decision to make. The past seven years have been very rewarding. I really believe my time here and the gained experience was the stepping stone for my future career.

Thank you for the growth opportunities that you have provided me. I wish you and the company all the best.

 If I can be of any help during the transition period, please don't hesitate to ask.

Sincerely,

Handwritten Signature (hard copy letter)

Andrew Johnson