**Maria Yang**

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September 1, 2018

Robert Smith

Director, Human Resources

Acme Software

123 Business Rd.

Business City, NY 12345

Dear Mr. Smith,

I am resigning from my position as a production supervisor on September 15th. This resignation letter provides you with [two weeks' notice](https://www.thebalancecareers.com/two-weeks-notice-1918279) to plan for job coverage or my replacement.

Working at Acme Software for the past twelve years was an opportunity that I appreciate. Starting as a production worker, I progressed through the ranks to my current supervisory role and I appreciate the help and support that I had from you along the way. I've enjoyed my coworkers and the company provides an excellent work environment for employees.

I have been offered the position of plant manager. This is a new job opportunity for me, a job opportunity that will not be available here for quite some time. So, I will pursue this new job opportunity even though I hate to leave Acme Software.

I start my new job on October 1 and had hoped to take several days of vacation in between positions as I have not used any vacation time this year. Between now and then, I'd like to help with the transition of my job and responsibilities to another employee. It is my sincere wish that my leaving does not cause you undue hardship.

You've been a good boss and a good employer. I'll help all that I can until I start my new job. Just let me know what you need me to do.

I wish you nothing but the best. I have been thankful for and happy in my job with Acme Software. My memories of Acme Software and my coworkers will be positive.

Regards,

Employee Signature

Maria Yang