Jennifer Rodriguez

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April 21, 2021

Jackson Lee

Director

ABCD Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

Please accept this letter as notification that I am resigning from my position with ABCD Company on September 15. I apologize for not being able to provide two weeks' notice. I regret that, due to circumstances beyond my control, I need to resign immediately.

Please let me know what the process will be for receiving my last paycheck and remaining benefits. I am happy to collect the paycheck through Human Resources, or you could have them mail it to my home address.

Thank you so much for the support that you have provided me during my tenure with the company. I greatly appreciate your years of guidance.

Sincerely,

*Jennifer Rodriguez* (signature hard copy letter)

Jennifer Rodriguez

**Subject:** Your Name – Resignation

Dear Ms. Lee,

I regret to inform you that I am resigning from my position of customer service representative for Embassy International, effective Tuesday, August 14. I apologize for not being able to give a full two week's notice, but it will be necessary for me to leave before then. I will do my best to get as much of my work done in the meantime so the next employee will have a smooth transition.

Thank you so much for the time I’ve spent at this job. Embassy International continues to be an excellent and supportive company, and I will miss working here very much.

Sincerely,

Gary Jones

123 Main Street

Anytown, CA 12345

555-555-5555