

Jodie Allen  
PO Box 221  
Quitman, GA 31643  
(229) 263-2633

January 30, 20XX

Supervisor's Name  
First Company  
PO Box 2245  
Valdosta, GA 31604

Dear Dr./Mr./Ms. Supervisor:

Please accept this letter as formal notice that I am resigning from the position of \_\_\_\_\_ . I have accepted a new position with another company. My last day of employment will be \_\_\_\_\_ , which provides you with two weeks notice.

I appreciate the opportunities that you have given me over the years. I wish First Company continued success and hope that we can maintain a professional relationship.

Sincerely,

*Jodie Allen*

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