**Two-Weeks’ Notice Resignation Letter Template**

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May 1, 202X

Julie Mayor  
HR Manager  
Keystone Logistics and Transportation  
456 Lincoln Rd,  
New York, NY 10099

Dear Ms. Mayor,

I am writing to announce my resignation from my position as Senior Logistics Consultant at Keystone Logistics and Transportation INC, effective two weeks from this date.

This was not a simple decision. The last seven years have been extremely fruitful. I truly believe that my time here and the experience I obtained served as a springboard for my future career.

Thank you for the possibilities for development you've given me. I wish you and your firm the best of luck.

I promise to work at the greatest level of quality until my last day of job. If I can be of any help during the transition period, please don't hesitate to ask.

Sincerely,

Handwritten Signature (hard copy letter)

Michael Jovovich