Date

To

[Recipient Name]

[Organization Name]

[Street Address City, ST ZIP Code]

**Subject:** Quitting Job from the position of [POSITION]

Dear Mr. John,

This notification letter is being written to inform you of my decision to quit the job. I am resigning from the position of [POSITION] in the company [NAME]. I am giving you the notice of 2 weeks from today dated [current date].

I am highly thankful for all the opportunities that you have provided me during my employment period. I would love you to provide you with the assistance in the process of transition.

Thank you

Liz Parker