

# Resignation Letter with Two Week's Notice

From,  
Cara Whitehead  
4005 Praesent St.  
Torrance Wyoming 22767  
(725) 757-4047

09-01-2000

To,  
Sonya Ray  
Ap #315-8441 Eleifend Street  
Fairbanks RI 96892

Subject: (-----)

Dear Cara Whitehead,

It is with great regret that this is to inform you that I will not be able to attend my office today as a senior member of the faculty of Chemistry in National Public School. According to my employment contract, I understand the my notice period is 2 weeks. Hence, I hope that I will be relieved by the end of this month.

I would like to thank you for all the support and guidance that you have provided me throughout my journey in this school.

Before I quit, I will be more than happy in helping you find a replacement for my position.

I humbly request you to accept my resignation.

Thank you,

Yours Truly,  
Sonya Ray

