

## RESIGNATION LETTER

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Dear \_\_\_\_\_,

I would like to extend my appreciation to Locking Company for allowing me to work for you for the past \_\_\_\_\_. I have gained a vast amount of knowledge, experience and expertise over the past \_\_\_\_\_. Your support, training, friendship and sincerity will always be remembered.

At this time, I would like to request a two week notice. Due to a \_\_\_\_\_, \_\_\_\_\_ I will be resigning as of \_\_\_\_\_ to pursue other avenue.

Again, thank you for your time and friendship with \_\_\_\_\_.

Sincerely,

\_\_\_\_\_