To:  
April D. Whitney  
Manager, HR  
ABC Company  
132 Main Street  
Suite B  
Columbus, OH 43266

Dear Ms. Whitney,

I am sending you this letter to notify you that I will be resigning from my position as assistant at ABC Company due to personal reasons. My last day of work will be May 15, 2014, so please accept this letter as my official two weeks’ notice of resignation. I regret any inconvenience that my resignation may cause to you, the staff, or ABC Company and will do whatever I can to help facilitate a smooth transition for all parties involved.

During my final two weeks, I will be striving to either finish all of my projects or transfer them to the appropriate team member. If my assistance is needed in the selection and training of a replacement, I am willing to help in any way that I can. If further discussion is needed I can be reached via telephone at (555)555-5555 or via email at [email] I appreciate your communication.

I am grateful for all of the valuable experience I have earned from working at ABC Company and will always look back fondly on the good times I had there. I wish you and ABC Company every success and hope our paths may cross again one day. Thank you for your understanding in this matter.

Yours sincerely,  
Marcia K. Peters  
Assistant  
ABC Company