

LETTER FOR 2 WEEKS NOTICE

December 01, 20..

Billy Vincent,
Chief Executive Officer,
XYZ Inc
7846 San Juan Court.
Modesto, CA 95350

Dear Mr. Vicent

Re: My official 2 weeks' Notice to Resign

Please accept this letter as two weeks' notice of my resignation from XYZ Inc. as a Senior Loan Officer effective December 2.

I've enjoyed every second of my 15 years working for the organization, and I've enjoyed meeting the challenges that have come my way. I've gained a lot of knowledge, made a lot of friends, and had a lot of lifelong memories.

I will continue to work for the company for the following two weeks, ending my job on December 21. Please let me know if there are any specific areas you'd like me to concentrate on during my notice period or anything you would like me to do to facilitate a smooth transition during this time.

I'm grateful for the opportunities you've given me while I've been here. I am eager to leave, but I will miss working with you, and I hope we can stay in touch.

I wish you all the best in your future endeavors

Sincerely

Naomi Clark