

NANCY ROSE

4589 Mine Road
San Francisco, CA 95876
(415) 555-2198

July 19, 2011

Ms. Lynn O'Donald
Manager
Bay Area Minority Professional Job Fair
One SF Center
San Francisco, CA 95876

Dear Ms. O'Donald:

As of this date, I am formally extending my resignation as <position>. I have accepted another position and will need to be prepared to begin on <date>. This letter officially serves as my two-week notice to terminate employment with <company>.

I am willing to help as much as possible during the next two weeks to complete all of the tasks that need to get done before exiting for a smooth and complete transition.

I wish you continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance.

Sincerely,

Nancy Rose