To,

Fred Paul

Manager

Bounce Enterprises Limited

Buckingham

15th May 2015

**Subject:** Two week notice letter

Respected Sir,

I am writing this letter to inform you about my resignation from Bounce Enterprises Limited, effective two weeks from today, which is 29th May 2014. With this letter, I have intended to serve you a two weeks’ notice, prior to the effective date of my resignation, in reference to the company’s terms and conditions. It was a lifetime opportunity for me to work at a reputed company like Bounce Enterprises.

Through this letter, I would like to first of all thank you for giving me such a valuable opportunity to work at your company for more than 2 years. I thoroughly enjoyed contributing and honing my skills but I have some better opportunities waiting for me. It was indeed a great experience working with such professionals and competitive employees and I am really going to miss this place.

I request you to kindly confirm my resignation procedures and inform me if I can be of any help to you. I wish Bounce Enterprises Limited all the best for its future endeavors.

Thanking you.

Sincerely,

Derek Alex

Marketing Executive

Bounce Enterprises Limited