123 Prince St, Sydney,

NS B1P 5K6, Canada

May 4, 2014

Roger May

XYZ Company  
345 Prince St, Sydney,

NS B1P 5K6, Canada

Dear Mr. May:

I am writing to announce formal notice of my resignation from XYZ Company, effective two weeks from today's date.   
  
I thank you very much for all of your support and guidance during my employment. It has been so precious and full of joy. However, I have to make this difficult decision to resign from this company due to my personal circumstances.  
If you need me during this transition time, I would be glad to help you.   
Sincerely,

Michael Spencer