March 3, 2014

Mr. Horton Felix, Manager HR  
Wilson Associates  
89 TNT Lane  
Miami, FL 89544

Dear Mr. Felix:

I am writing to inform you that I intend to resign from my position as a Customer Service Representative at Wilson Associates. My resignation will be effective after two weeks now i.e. my last working day with the firm will be March 16, 2014.

I would like to thank you and my helpful colleagues for making my tenure with Wilson Associates a memorable and highly productive. The specialized experience I have gained here via matchless professional team work will be helpful to me throughout my life.

I believe that this two week’s notice period would be adequate for you to search my replacement and I would gladly assist in providing training to the new inductee. During this 2 weeks’ tenure, I will finish all my ongoing assignments and fasten any loose ends. If I can be of any further assistance to smoothen this transition please let me know.

Sincerely,

**Noah Guilford**

Noah Guilford  
Customer Service Representative  
Wilson Associates, Miami, FL 54121