

**Stacy Love**

Seattle, WA 98101

222 555 7777

October 25, 2061

**Sean Johnson**

Human Resources Manager

UniqueCorp Innovations

Seattle, WA 98101

Dear Mr. Johnson,

I am writing to formally announce my resignation from UniqueCorp Innovations, effective two weeks from today, which will be November 8, 2061. This decision has been a difficult one for me, but after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I have greatly enjoyed my time as a Marketing Associate at UniqueCorp Innovations. Working on the "Green Initiative" project was a particularly rewarding experience, and I believe our team made a significant positive impact on the company's sustainability goals. I have learned invaluable skills in project management and teamwork that have enriched my professional life. I am sincerely grateful for the support and mentorship I have received here.

During my notice period, I am committed to ensuring a smooth transition. I have already initiated the process of documenting my current projects and will continue to do so diligently. If necessary, I am also willing to assist in the recruitment and training process for my replacement to ensure that there are no disruptions to ongoing work.

I will make sure to complete any outstanding tasks and return all company property, including my laptop and security pass, before my last day on November 8, 2061.

I want to thank you for the opportunities for personal and professional growth that I have had at UniqueCorp Innovations. I look forward to staying in touch and hope to cross paths again in the future. Please consider this letter as formal notice, as per the terms of my employment contract.

Sincerely,

Stacy Love