

# Resignation Letter

David Denial  
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Date: 10th March 2022

Mr. Omghu Ingram  
SOF Marketing  
Rhino Street  
California – 800022

Dear Mr. Omghu,

I regret to convey my decision to resign from the post of Sr. marketing executive from your esteemed organization. I shall serve the two-week notice period with effect from today. (you can state the reason for not being able to serve the notice period beyond two-week if your company policy requires more than a two-week notice period).

I had the best time working here, and I will forever be thankful for the guidance and opportunities you bestowed upon me throughout my tenure.

Also, if there are any exit formalities needed to be done, please let me know.

Regards,  
David Denial  
6- D, 25/7- Texas  
USA -5200440