# #2 Basic resignation letter

**Resignation Letter**

Harry Hanson

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August 1st, 2022

Lorna M. Michael

The OG Company

71 Address street, Los Angeles 90210, California, US

Dear Lorna,

Please accept this letter as my formal resignation from The OG Company from my position as a junior accountant, effective two weeks from today on Wednesday, August 15th 2022.

I would like to thank The OG Company for providing me with the opportunity to grow and develop my career during the last 5 years. I wish The OG Company and its employees the best.

In the next two weeks, I will complete all of the pending tasks and, as discussed, will assist you in the process of finding someone to take over my responsibilities.

Please let me know if there are any other ways I can assist you to ensure a smooth transition.

Sincerely,

Harry Hanson