

Pro Line Machining, LLC
8 RCS Ct, Gillette WY 82716

Dear Mr./Ms. _____:

Please accept this letter as my formal notice of resignation from Pro Line Machining, LLC,
effective on _____.

I hope that this two-week notice is sufficient for you to find a replacement for me. If I can help to
train my replacement or tie up any loose ends in the next two weeks, please let me know.

Thank you very much for the opportunity to work here.

Sincerely, _____

Signature: _____ Date: _____