Date:

Company name:

Dear Ms./Mr. [insert name]

This letter is to inform you that I am resigning from my position as [insert position name] at [insert company name], effective two weeks from today [insert date].

It has been an absolute pleasure working at [insert company name] and I am truly grateful for the opportunities you have afforded me. My last working day will be [insert date].

I intend to continue working at the highest quality level until my final day of employment. If there is anything you would like me to do to facilitate a smooth transition during this time, please let me know.

Sincerely,

[Insert name]