

(Your Name)  
(Street • City • State/Province • Zip Code/Postal Code)  
(Phone # • Fax phone # • Messages phone # • Email)

(Date today)

(Recipient's name)  
(Company name)  
(Address)  
(Address)  
(Address)

Dear "Recipient's name":

Please accept this letter as my formal notice of resignation from "Company name", effective "date, two weeks from date above". The associations I've made during my employment here will truly be memorable for years to come.

I hope a 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, please let me know.

Thank you very much for the opportunity to work here.

Sincerely,

(Sign here)

(Your name, title)