

(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":

Effective two weeks from the date of this letter, I resign my position as "title".

I've enjoyed working here. Thank you very much for the opportunities you've provided.

Sincerely,

(Sign here)

(Your name, title)