Dear Mr. Smith:

Thank you for giving me the amazing chance to work at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company. I have learned a great deal during my time here. I am really grateful for your leadership and guidance for the duration of my employment.

On the other hand, the time has come for me to go ahead. This letter is to officially announce my resignation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company. My last day will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [two weeks from today].

On my part, this was not a simple choice to make. The past four years at this organization have been very worthwhile. I’ve liked working for you and managing a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ team devoted to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ delivered on time.

I will remain on my seat for handing/taking till my notice period ends. Please let me know what I can do to make my last time here as a creative experience.

Best regards,

(Signature)
Andrew Michael