**LETTER TEMPLATE  
FORMAL RESIGNATION LETTER**

**[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]**