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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

[Company Name]  
[1234 Street Address]  
[City, State, Zip]

Dear [Name],

Dear Ms./Mr.

This letter is to inform you that I am resigning from my position as [Position name] at [Company Name], effective two weeks from today [Date].

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

[Signature]

[Name],