Today’s Date  
  
Manager Name  
Manager Title  
Company Name  
Address  
City, State, Zip  
  
Dear Mr./Ms. Manager Name  
  
Please accept this letter of resignation from the position of [Job Title], effective two weeks from today. My last day at [Company Name] will be [date].  
  
This wasn’t an easy decision, because I am grateful for the rewarding employment I’ve had with [company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.  
  
Please contact me if I can make the transition process proceed more smoothly.  
  
Yours respectfully,  
  
Your signature  
Your typed name