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].  
  
I appreciate the professional development and growth from [Company Name], and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.  
  
I wish you, and [Company Name] continued growth and success in the future.  
  
Sincerely,  
  
Your signature  
Your typed name