Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Last Name:

I am writing to inform you that I am resigning from the company. I have loved my time here at XXT and I will look back on my job fondly, but I have decided to take some time away from work to travel abroad.

I am giving my two weeks notice and my last day will be June 15th. I hope I can be of assistance in the replacement process. Please let me know if there is anything I can do to help.

The opportunities and experiences I have had here at XXT have been irreplaceable, and I appreciate your acceptance and understanding. Thank you again for all your help during my time within the company. I wish you all the best and I hope to keep in contact.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name