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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]

I am writing this letter to inform you that I wish to resign from my position as [Job Title] with [Company Name], effective 2 weeks from today’s date of [Date]

Whilst it’s been a [pleasure/great experience/fulfilling experience] working with [Company Name] I have decided to leave to [accept a job with another company/enter retirement/take a sabbatical]. Therefore, my last working day will be [Date]

Of course, I will continue to perform my duties with the same level of quality and effort until my final day with [Company Name]. I would also be happy to offer my assistance in any way to make the transition easier.

Sincerely,

[Your Signature]  
[Your Name]