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

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

[Date]

**[Name Of Sender]**  
**[Sender Address]**  
**[Phone Number]**  
**[Email Address]**

Date: **[Date]**

**[Name Of Recipient]**  
**[Recipient Address]**  
**[Phone Number]**  
**[Email Address]**

Dear **[Name Of Recipient],**

This letter represents my official resignation from my title of **[Name Of Title]** with **[Name Of Organization]**. I respectfully announce my **two (2) weeks’ notice** ending on the [Day] day of **[Month]**, [Year].

It has been with great pleasure to be alongside the individuals I had the opportunity to work with and will always appreciate the experience and knowledge gained during my time here.

I hope two weeks is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

[Your Signature]