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

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

[Your Name]  
[Street Address]   
[City], [State], [Zip Code]

[Your Phone Number]  
[Your Email]

[Date]

[Your Supervisor’s Name]  
[Their Title]

[Name of the Organization]  
[Street Address]  
[City], [State], [Zip Code]

Dear Mr./Ms. Gunther [Your Supervisor’s Name]

I am writing to announce my resignation from Central Perk, effective two weeks from this date. My last day of work will be May 29, 20XX.

The two years I’ve spent here have been both enjoyable and rewarding. I’ve enjoyed learning and working for you and congratulate you on maintaining such a successful team and a business that is dedicated to quality and professionalism.

Thank you again for the opportunities for growth that you have provided me. If I can be of any help during the transition, please let me know. I am very happy to assist the team in any way I can. I wish you and the team here at Central Perk all the best.

Sincerely,

[Signature]