

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear { Name of Recipient },

Please accept this letter as notice that I will be resigning from my job here at Acme Corp. two weeks from today's date.

Thank you for the support and the opportunities you have provided me over the course of the last six years. You and our team have created a climate that makes it a pleasure to come to work each morning, and I will miss you all.

If I can do anything to help with your transition in finding and training my replacement, please let me know.

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }