

{ 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 },

[First paragraph: I am writing to provide you with my formal notice of resignation from The Company. My last day will be January 19, 2018, two weeks from today.]

[Second paragraph: This was not an easy decision to make, and I appreciate your support over the course of my employment at The Company. I truly value the experience, training, and knowledge I gained over the past 5 years. It has been a pleasure working with you and the team.]

[Third paragraph: Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.]

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }