

Your Name  
Street Address  
City, Postal Code  
Date

Recipient Name  
Title  
Organization Name  
Street Address  
City, Postal Code

Dear Employer or Bosses Name:

Please accept this letter as my formal resignation from (Your Position) at (Company Name) for two-weeks' time (Enter last day of work).

During my time working at (Company Name) I was fortunate to have the opportunity to work with people who encouraged and challenged me. The knowledge that I've gained from my colleagues and you will follow me in my future role.

I am grateful for having the time to work with (add company) for (enter months/years, and I offer my best wishes for its continued success.

Sincerely,

Your Name  
Title (Your Position)