

[Your Name]  
[Street Address]  
[City, State, Zip]  
[Email Address] optional

[Today's Date]

[Company Name]  
[Street Address]  
[City, State, Zip]

Dear [Supervisor's Name],

Please accept this letter as notice of my resignation as [Position Name] at [Company Name], effective two weeks from today, [Current Date].

It has been a pleasure working with you and the team over the last [time at company]. During my time at [Company Name], I have been fortunate for the opportunity to grow and learn more about [Industry Name]. [Insert other positive statements about your time at the company]

Please let me know how I can be of help during the transition period. I am available to transition my duties and train my replacement. I will also make sure all reports and records are updated before my last day. [Thank your Supervisor/Company for the opportunities and success you had].

I wish you and the company the very best going forward.

Sincerely,

[Your Signature]  
[Your Name]