

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name:

I am writing to announce my resignation from Company Name, effective two weeks from this date.

This was not an easy decision to make. The past ten years have been very rewarding. I've enjoyed working for you and managing a very successful team dedicated to a quality product delivered on time.

Thank you for the opportunities for growth that you have provided me.

I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

You're Signature (*hard copy letter*)