Today’s Date

Manager Name
Manager Title
Company Name
Address
City, State, Zip

Dear Mr./Ms. Manager Name

Please accept this letter of resignation from the position of [Job Title], effective two weeks from today. My last day at [Company Name] will be [date].

This wasn’t an easy decision, because I am grateful for the rewarding employment I’ve had with [company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.

Please contact me if I can make the transition process proceed more smoothly.

Yours respectfully,

Your signature
Your typed name