[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

It is with regret that I tender my resignation from the [Organization Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position), effective two weeks from this date.

I am grateful for having had the opportunity to serve on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(company) of this fine organization for the past [number] [months or years], and I offer my best wishes for its continued success.

Sincerely,

[Your Name]

[Title]