[Date]

[Your Name]
[Company Name]
[Position/Title]
[Address]
[Your Email]

Dear [Manager / Supervisor's Name]

I am writing to notify you of my resignation from my current position [place position title here]. I intend my last day of employment to be [place date here]. It is with high regard that I am giving you two- week notice of my resignation. I have signed a new employment contract with [place new company name here].

I would like to take this time to express my appreciation for the excellent leadership and counsel during my employment with [company name here]. I have learned a lot about [skills you have achieved since employment] and these skills will be useful to me in the future.

I feel myself fortunate to have worked at [name of company]. Please acknowledge receipt of this letter as your earliest convenience. I hope for a smooth transition period for us both during this time.

Sincerely,

[Sign Your Name Here]

[Your Typed Name Here]