[Your Name]
[Street • City • State • Post Code]
[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Recipient's name]
[Company name]
[Address]
[Address]
[Address]

Dear [Recipient's name]:

Please accept this letter as my formal notice of resignation from [Company name], effective [date, two weeks from date above]. The associations I've made during my employment here will truly be memorable for years to come.

I hope a two-week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.

Thank you very much for the opportunity to work here.

Sincerely,

[Sign here]

[Your name, title]

cc [Names for copies]