

[Today's Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear Mr./Ms. [Manager]:

Please accept this letter as my formal notice of resignation from (company name), effective on (last day of work). I have enjoyed my employment here and appreciate all I have learned.

I hope that this 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 in the next two weeks, please let me know.

Thank you very much for the opportunity to work here.

Sincerely,

(your signature)

[Your Name]

cc (names to copy letter to – HR Manager, Director, etc)