

[Date]

[Recipient Name]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective two weeks from today.

I appreciate the opportunities and experiences I have gained during my time here. I am committed to assisting with the transition period and will ensure that my responsibilities are handed over smoothly.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Position]  
[Your Contact Information]