TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Subject: Resignation Letter

Dear **[Supervisor’s Name],**

I would like to inform you of my intention to resign from **[Position Name]** at **[Company Name],**  effective two weeks from today, **[Current Date].**

I appreciate the opportunities you’ve given me during my tenure at **[Company Name],**

Please let me know what assistance you'll require from me during the resignation notice period.

Thank you,

Sincerely

**[Your Signature]**