TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation Letter **Dear** **[Name Of Recipient],**

This letter represents my official resignation from my title of **[Name Of Title]** with **[Name Of Organization]**. I respectfully announce my two (2) weeks’ notices ending on the **[Day]** day of **[Month]**, **[Year]**.

It has been with great pleasure to be alongside the individuals I had the opportunity to work with and will always appreciate the experience and knowledge gained during my time here.

I hope two weeks is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

**[Your Signature]**

**[Your Name]**