TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Subject: Resignation letter  
  
Dear Ms./Mr. **[insert name]**

I am writing this letter to inform you that I wish to resign from my position as **[Job Title]**  with **[the Company].** Effective 2 weeks from today’s date of **[Date].**

Whilst it’s been a **[pleasure/great experience/fulfilling experience]** working with **[the Company].**I have decided to leave to **[accept a job with another company/enter retirement/take a sabbatical].**  Therefore, my last working day will be **[Date].**

Of course, I will continue to perform my duties with the same level of quality and effort until my final day with **[the Company].** I would also be happy to offer my assistance in any way to make the transition easier.

Sincerely,

**[Your Signature]**

**[Your Name]**