**Sample**

Dear Sam,

This email serves as formal notification of my intention to leave my position as product manager at Quality Industries Inc. My final day of work will be March 4, 2017.

Please advise of any specifics steps that I might take to ease this transition during these final two weeks.

I am grateful for the opportunities that I have had at Quality and wish you and all colleagues success in future endeavors.

Sincerely,

Jean Stockton