September 9, 2015

Mr. John Doe,  
Managing Director  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. Doe:

Please accept this letter as my formal notice of resignation from my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The learning I have made during my work here will actually be unforgettable for years to come.

I anticipate a two-week notice is enough for you to find a substitute for me. If I can assist to prepare my substitute or fasten any loose ends, please let me know.

Thank you very much for giving me the opportunity to work with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company.

Sincerely,

[Sign here]  
John Doe  
Marketing Manager