

Your Name  
Company Name  
Street Address  
City, ST ZIP Code  
Date

Recipient Name  
Title  
Organization Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

I regret to inform you that I wish to give 2 weeks notice of my resignation from the Company. My last day of work will be 30 April 2xxx.

I have been very happy working here for the past 2 years and found my work challenging and enjoyable. However I have obtained a post in which I will have more responsibilities and greater career prospects.

Thank you for your help and guidance during my employment.

Sincerely,

Your Name