YOUR NAME

YOUR ADDRESS

YOUR CITY, ZIP CODE

YOUR PHONE NUMBER

YOUR EMAIL

DATE

THEIR NAME

THEIR TITLE

THEIR COMPANY NAME

THEIR ADDRESS

THEIR CITY, ZIP CODE

Dear [SURNAME][BOSS NAME],

I am writing today to inform you of my formal resignation as [ROLE] at [COMPANY]

My final date of employment will be two weeks from today, [DATE].

Although I regret to leave [COMPANY], I’m excited for a new opportunity to futher my career.

I wish the best for the company’s success upon my leave and will make myself available to train colleagues in preparation for the change.

I’m sincerely grateful for the opportunity I’ve had here at [COMPANY], the skills I have acquired, and the people I have had the chance to work with.

I’m happy to discuss any additional questions or concerns you may have regarding my resignation.

I will also wait for your decision on when to announcement my departure with the rest of the team.

Sincerely,

[NAME]