

[Your Name]
[1234 Your Street Address]
[City, State, Zip]

[Today's Date]

[Company Name]
[1234 Company Street Address]
[City, State, Zip]

Dear [Supervisor Name],

I would like to inform you of my intention to resign from [Position Name] at [Company Name], effective two weeks from today, [Current Date].

I appreciate the opportunities you gave me during my tenure at [Company Name].

Please let me know what assistance you'll require from me during this transfer period.

Sincerely,

[Your Signature]
[Your Name]