

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Boss's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Boss's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day - Date].

I have greatly appreciated the opportunities I have had during my time here and am grateful for the support and guidance you have provided.

I will do my best to ensure a smooth transition over the next two weeks.

Please let me know how I can assist during this time.

Thank you once again for everything.

Sincerely,

[Your Name]