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[Recipient's name]
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Dear [Recipient's name]:

Please accept this letter as my formal notice of resignation from [Company name], effective [date, two weeks from date above]. The associations I've made during my employment here will truly be memorable for years to come.

I hope a two-week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.

Thank you very much for the opportunity to work here.

Sincerely,

[Sign here]

[Your name, title]

cc [Names for copies]

Template Letter About Going Paperless

James C. Gilfert



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