[Date today]   
  
  
  
[Recipient's name] [Company name]   
  
Dear [Recipient's name]:   
  
Please accept this letter as my 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]