*[mm/dd/yyyy]*

*[Supervisor]
[Title]
[Company]
[Address]
[City, State Zip]*

*[Name],*

*It has been a pleasure working with you. Please accept my resignation effective two weeks from today. I will wrap up any accounts and loose ends before my last day on [Month] [Date].*

*I appreciate the opportunities you've given me and I wish you all the best.*

*Sincerely,*

*[Your Name]*