Dear :

I regret to inform you that I am tendering my resignation as , effective . This letter is to formally give you a 2 week notice of my intention to leave .

I feel extremely fortunate to have had the opportunity to work at , and more specifically, the chance to work under your leadership. Needless to say, I leave with many pleasant memories.

At your convenience, I will be glad to discuss the reassignment of my work to others. I also have some ideas on who might be a suitable replacement for me. However, if you prefer looking for an outside replacement, I’d be happy to assist in the search between now and my final day.

I wish you good luck and continued success.

Sincerely,