**Dear Mr./Ms. Last Name,**
**CC: HR Department**
**[Company name]**

I regret to inform you of my resignation from my current position as [your position] with [company name].

As per our contractual agreement, I am giving two weeks’ notice, and therefore my last day of work will be [the day, date].

This was a tough decision to make as I have really enjoyed working for [the company] however I am confident that the decision will help me achieve my career objectives.

I would like to express my sincere appreciation for the support and the opportunities for professional growth you’ve provided me during my time here.

I am going to assist in effective transfer of my current projects & responsibilities during this transition and before leaving.

I wish [the company] success and hope our paths cross again in the future.

**Sincerely,**