Dear Mr. Doe,

Please accept this letter as my two weeks notice of resignation from ACME Company, effective March 24, 2016.

The relations I have made and the experience I have gained during my tenure at ACME Company will be memorable, beyond doubt, for many years.

I anticipate a two-week notice will be adequate for you to find a substitute for me. If I can assist to prepare the person of my replacement or fasten any loose ends, please let me know.

Thank you very much for providing me with the opportunity to explore my talents.

Sincerely,

[Signature]  
Jessica Mayer  
Executive Assistant  
ACME Company