[Your Full Name]

[Your Street Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Employer's Name]

[Employer's Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Dear (Title) [Employer's Last Name]

Opening paragraph: State clearly that you're writing to give a two weeks notice. Also, indicate the role you're resigning from at the organization and the last day you'll be at work.

Middle paragraph: This is where you express your gratitude for serving the company. Thank your boss for employing you and the experience you got and the skills you learned while working there.

Last paragraph: Mention you'll stay committed to the company and execute your responsibilities to your level best until the day you leave officially. State you're offering to help the organization in ways that will facilitate a smooth transition to your successor. If you wish, you can add your next steps here.

Sincerely,

[Your Signature]

[Your Full Name]