[Supervisor's Name]

[Company Name]

[Company Address]

[Today's Date]

Dear Mr./Ms. [Supervisor's Last Name]:

The purpose of this letter is to give two weeks' notice of my resignation from [Company Name]. My final day will be [Two Weeks from Today's Date].

It has been a pleasure working at [Company Name], however, another opportunity has presented itself that I have decided to accept.

I will complete my time here with the same diligence and dedication that you have come to expect from me. I am happy to help train my replacement or facilitate the transition process in any other way possible.

Thank you for the opportunity and professional experience that you have given me. I wish the best for both you and the company.

Sincerely,

[Your Signature]