Dear <your boss’ name>,

Please accept this letter as formal notification that I am resigning from my position as <position title> with <company’s name>. My last day will be <your last day – usually one month from the date you give notice>.

Thank you so much for the opportunity to work in this position for the past <amount of time you’ve been in the role>. I’ve greatly enjoyed and appreciated the opportunities I’ve had to <a few of your favorite job responsibilities>, and I’ve learned <a few specific things you’ve learned on the job>, all of which I will take with me throughout my career.

During my last <two weeks>, I’ll do everything possible to wrap up my duties and train other team members. Please let me know if there’s anything else I can do to aid during the transition.

I wish the company continued success, and I hope to stay in touch in the future.

Sincerely,

<your signature>

<your name>