

Dear _____

As we discussed this letter formalizes my resignation from ___company name_____. Upon completion of my two week notice my last day will be _____.

I also wanted to take this opportunity to thank you and _____company name_____ for the opportunities provided me. I feel I have learned a great deal from all the outstanding people that work here. Hopefully you feel that I've contributed to the success of the business as well. However, at this time, I have accepted another opportunity that I feel fits my professional and personal goals better at this point in my career and as you know when I make a decision I consider all the facts thoroughly, make a decision, and stick with it. I know you can respect that.

Our paths may cross again and I have many friends here. I wish you the best in your future endeavors and I know you will wish me the best as well.

Sincerely,