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Re: Resignation

Dear Employer:

I am writing to tender my resignation from my position of _____ at _____. My last day of work will be _____. This will be a full 2 weeks' notice.

I very much value the opportunity you gave me to work with _____. The time I spent working for you over the past 2 weeks has been enjoyable and I have learned so much.

I am leaving this position for the following reason:

_____

I plan to be available for anything you need during my transition. Specifically, here are some details I would like you to know about my work during this time:

_____

I wish you all the best in the future and please let me know how else I can be of assistance before my departure.

Sincerely,

_____