Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Your Supervisor’s Name  
Their Title  
Name of the Organization  
Street Address  
City, State, Zip Code

Dear Mr./Ms. Gunther (your supervisor),

I am writing to announce my resignation from Central Perk, effective two weeks from this date. My last day of work will be May 29, 2019.

The two years I’ve spent here have been both enjoyable and rewarding. I’ve enjoyed learning and working for you and congratulate you on maintaining such a successful team and a  business that is dedicated to quality and professionalism.

Thank you again for the opportunities for growth that you have provided me.  If I can be of any help during the transition, please let me know. I am very happy to assist the team in any way I can.

I wish you and the team here at Central Perk all the best.

Sincerely,

Your Signature

Your Typed Name