Dear Mr. Smith:

Thank you very much for giving me a fantastic opportunity to work for XYZ Company as a Product Manager. I have learned a great deal during my time here. I am grateful for your leadership and guidance throughout my employment.

On the other hand, the time has come for me to go ahead. This letter is to announce my intent to resign on a 2-week-notice officially. That is to say, April 8th will be my last working day here.

In fact, this was not a simple choice to make. The past four years in this organization have been very worthwhile. I like working with you and managing a flourishing team devoted to a quality manufactured product delivered on time.

I will remain on my seat for handing/taking process till my notice period ends. Please let me know what I can do to make my transition days a creative experience.

Best regards,

(Signature)
Andrew Michael