Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

I am writing to inform you that I have decided to quit my job at XYZ. You are requested to accept this as my formal notice of 2 weeks. My last day at the office will be on 6th June.

I am grateful for having worked at this reputable company. Unfortunately, the work pressure has been increasing for me. The stressful office environment has been diminishing my productivity. Therefore, I cannot continue my job here anymore.

I regret any inconvenience the company might face on account of my resignation. Thank you for your cooperation.

Sincerely,

Your Name