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 resigning from XYZ with effect from 10th June 20XX. In compliance with the company's policy, I am providing this formal notice 14 days before the resignation takes effect.

As I already informed my supervisor last week, I have accepted a new job offer. It will prove to be very helpful for my professional growth.

I shall always remain grateful to XYZ for providing great work experience. I hope the company will keep its doors open to me for future opportunities.

Sincerely,

Your Name