Dear Mr. or Ms. X:

I am writing to provide official notice of my resignation from XYZ Company effective Thursday, November 11, 202\_.

I have enjoyed my relationship with you during these past years. You have been very helpful and I have learned a lot from our association.

I have accepted an opportunity to develop a new department functioning as the Marketing Planning Manager. This will provide a combination of challenge, compensation, and geographic location that fits ideally into my long-range career plans.

I am writing to provide the typical two weeks notice and I assure that I will finish out my work here with a strong kick at the finish line.

Please do not try to talk me into staying. I have given this careful consideration and my mind is made up. I sincerely want to make our parting as congenial as possible and will do everything that I can to transfer my responsibilities as smoothly and effectively as possible.

Sincerely,