Dear: [Recipient’s name]

After much thought, and serious discussions with friends and family, I have decided to pursue a different career

Therefore, this letter is to announce my resignation with [company name], starting today. My last day will be [two weeks from today]

My decision to pursue a different career holds no relation to my experiences here at [company name]. I thoroughly

Enjoyed my time employed here, and would recommend the experience to anyone looking for a fair and rewarding job

Please let me know what I can do to make my final time here a productive experience

Regards