To,
Director,
<Company Name>
<Address>

Dear <Mr. XXX>,
Please accept this letter as my two-week notice of resignation. My last day of work will be <Date>.
While I have been very satisfied at <Company Name>, I have decided to make this move to advance my career. I have enjoyed working with you and appreciate the opportunities I have been given here.
I hope two week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.

Thank you very much for the opportunity to work here.
Sincerely,

<Your Name>