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>