To: (insert the e-mail address of your boss here)

Subject: Letter of Resignation

Dear (insert the name of your boss of bosses here),

This is to let you know that I am resigning from (name of your current employer here) as of today. To help make sure that there is a smooth transition for you and the team I will gladly stay on for two more weeks and assist as best I can.

The reason that I’m leaving is because [I found a new job](http://jobsearch.monster.ca/) that is closer to my home and is in an industry sector I want to gain more experience in.

I have greatly enjoyed my time working with you here. You have always been there for me and the company has been too. I will truly miss everyone here.

Hopefully the two weeks of notice I am giving you today will show you that I am resigning in good faith. You and I should meet as soon as possible to discuss how we might work together to make the most of my remaining time here.

Sincerely,
(your name here)