Subject: Resignation - Your Full Name

Dear Sir/Madam,

I am writing to inform you that I will be resigning as a [designation] for [company], effective two weeks from this date.

I would like to thank you for this amazing opportunity where I was able to learn and grow professionally and develop my skill sets.

I would be more than happy to help the new person who will be taking over my roles and responsibilities with the transition process.

Please feel free to contact me with any questions about the projects I have been working on.

Sincerely,

[Sender's name]  
[Sender's contact details]