Today’s Date
Manager's Name
Manager's Title
Company Name

Dear Mr./Ms. Manager:

Please accept this letter of resignation from the position of social worker, effective two weeks from today. My last day at [Company Name] will be [date].

I have accepted a position with another company that will further my growth and development in my career. I have enjoyed working at [company name] and will miss my colleagues. However, this new position will challenge my growth and further my career.

During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

Again, it has been a pleasure working as a part of your company.

Best regards,

Your signature
Your typed name