Today’s DateManager NameManager TitleOrganization NameAddressDear Mr./Ms. Manager Name:Please accept this letter of resignation from the position of police officer, effective two weeks from today. My last day at [Organization Name] will be [date].I have accepted a position with another organization that will further my growth and development in my career. I have enjoyed working at [organization 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 organization.Best regards,Your signatureYour typed name