

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Position] with [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working with the team and appreciate the opportunities for personal and professional development during my time here.

Thank you for the support and guidance you have provided me. I wish the company continued success, and I hope to keep in touch in the future.

Sincerely,  
[Your Name]