

[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] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with the team and contributing to projects that have made a positive impact.

I will ensure a smooth transition by [offering to assist during the transition period, training a replacement, etc.].

Thank you once again for the support and guidance during my time here. I hope to maintain a positive relationship in the future.

Sincerely,
[Your Name]