

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Department/Agency Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a dedicated team and contribute to the important work of our department. This decision was not easy, but I believe it is the best course of action for my personal and professional growth.

Thank you for your support and understanding. I am committed to ensuring a smooth transition and will do everything I can to complete my duties before my departure.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]