

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

I have enjoyed my time working here and appreciate the opportunities for personal and professional development. I am grateful for the support and guidance I've received during my tenure.

Thank you once again for the opportunity to be part of [Company's Name].

I wish you and the team all the best in the future.

Sincerely,
[Your Name]