

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

I appreciate the opportunities for professional and personal development  
that you have provided me during my time at the company. I have enjoyed  
working with the team and contributing to [specific projects or  
experiences].

I am committed to ensuring a smooth transition and will do everything I  
can to hand over my responsibilities effectively.

Thank you once again for the support and guidance I have received during  
my tenure. I hope to keep in touch, and I wish [Company's Name] continued  
success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]