

[Your Name]
[Your Rank]
[Your Unit]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Unit Name or Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Rank] in [Your Unit], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have deeply valued my time in the service and the experiences I have gained. I am grateful for the support and opportunities provided to me during my tenure.

I am committed to ensuring a smooth transition and will complete any outstanding responsibilities before my departure. Thank you for your understanding and guidance throughout my service.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]