

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient'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].

This decision was not easy, but after careful consideration, I have decided to pursue [reason for leaving, e.g., further studies, another opportunity, etc.].

I want to express my gratitude for the opportunities I have had at [Company's Name] and for the support I received during my time here. I have learned a great deal and appreciate the experience.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for your understanding and support.

Sincerely,
[Your Name]