

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work at [Company/Organization Name] and am grateful for the support and experiences I have gained during my time here.

I will do everything I can to ensure a smooth transition before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunity. I hope to stay in touch, and I wish [Company/Organization Name] continued success in the future.

Sincerely,  
[Your Name]