

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Office of the State Representative]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as State Representative for [District/Constituency Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision was not made lightly, and it has been an honor to serve the people of [District/Constituency Name]. I am proud of the work we have accomplished during my tenure, and I am grateful for the support and trust placed in me by my constituents and colleagues.

Please let me know how I can assist in the transition process during my remaining time in office.

Thank you once again for the opportunity to serve.

Sincerely,

[Your Name]  
[Your Title]  
[District/Constituency Name]