

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

Dear [Recipient Name],

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

This decision was not easy and took a lot of consideration. I appreciate the opportunities for professional and personal development that you have provided me during my time at the company.

I have learned a great deal and enjoyed working with you and the team. I will do my best to ensure a smooth transition before my departure.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,
[Your Name]