

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Agency Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] with the DC Police Department, effective [Last Working Day, typically two weeks from the date of this letter].

I have appreciated the opportunity to serve with the department and to work alongside dedicated colleagues. However, after careful consideration, I have decided to pursue [brief reason if you wish to include, e.g., "other career opportunities," "personal reasons," etc.].

I am committed to ensuring a smooth transition and will assist in any way I can during my remaining time. Thank you for the support and guidance I have received during my tenure.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Position]