

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

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

I have appreciated the opportunities for professional development and the
chance to work with such a talented team. This decision was not easy, but
I believe it is the best choice for my career at this time.

Thank you for your understanding. I look forward to staying in touch.

Sincerely,
[Your Name]