

[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 regret to inform you that I need to depart earlier than initially planned due to [brief reason if comfortable sharing, e.g., personal reasons, family commitments, etc.].

I appreciate the opportunities I have had at [Company's Name] and am grateful for the support and guidance I've received during my time here. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and assist in any way I can before my departure.

Thank you for your understanding. I hope to keep in touch in the future.
Sincerely,

[Your Name]