

[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 immediately.

I appreciate the opportunities for personal and professional development that you have provided during my time here. I am grateful for the support I've received from my colleagues and the experiences I have gained.

Please let me know how I can assist during the transition.

Thank you for your understanding.

Sincerely,

[Your Name]