

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

Dear [Boss'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 appreciate the opportunities I've had during my time here and thank you for the experiences that have contributed to my professional growth. I hope to ensure a smooth transition and will do my best to wrap up my responsibilities in the coming weeks.

Thank you once again for the chance to be a part of [Company's Name].

Sincerely,
[Your Name]