

[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 hope this message finds you well. I am writing to formally notify you of my resignation from my position at [Company's Name], effective [last working day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with you and the team. During my time at [Company's Name], I have learned and grown professionally, and I am thankful for the support and guidance provided. Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]