

[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 notify you of my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but after careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals. I am grateful for the experiences and opportunities I have had during my time at [Company's Name].

I appreciate the support and guidance provided by you and my colleagues. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the team continued success in the future.

Sincerely,  
[Your Name]