

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

1. **Opening Statement**

- Clearly state your intention to resign.
- Mention your position and the effective date of your resignation.

2. **Gratitude**

- Express appreciation for the opportunities you have received.
- Mention specific experiences or learning moments.

3. **Transition Assistance**

- Offer to help with the transition process.
- Suggest ways you can assist during your remaining time.

4. **Closing Statement**

- Wish the company continued success.
- Indicate your hope to stay in touch after your departure.

Sincerely,

[Your Name]