

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, Postcode]

Dear [Employer'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 have received during my time at the company, and I have enjoyed working with my colleagues and contributing to the team.

I will do everything I can to ensure a smooth transition and will assist in handing over my responsibilities.

Thank you once again for the support and guidance during my tenure. I wish the company continued success in the future.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]