

[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],

I am writing to formally announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company's Name] and am grateful for the opportunities to [mention any significant experiences, skills gained, or projects].

Please let me know how I can assist during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the support and guidance during my time at [Company's Name]. I look forward to staying in touch.

Sincerely,
[Your Name]