

[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].

This decision was not an easy one, as I have greatly enjoyed my time working alongside you and the entire team. I am grateful for the opportunities for personal and professional growth that I have received during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this time.

Thank you once again for the support and encouragement throughout my time at [Company's Name]. I look forward to staying in touch, and I wish you and the company continued success in the future.

Warm regards,

[Your Name]