

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

I appreciate the opportunities for professional and personal development that have been provided to me during my time at [Company]. I have enjoyed working with the team and am grateful for the support and guidance I have received.

I will ensure a smooth transition of my responsibilities and will do everything I can to assist in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]