

[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 notify you of my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, and it comes after careful consideration of my career goals and personal circumstances. I appreciate the opportunities and experiences I have gained during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to tie up loose ends before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the support and guidance I have received. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]