

[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 hope this message finds you well.

I am writing to formally notify you of my decision to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am grateful for the opportunities and experiences I have gained during my time here.

I appreciate the support and guidance I have received from you and my colleagues, which has significantly contributed to my professional growth. I am committed to ensuring a smooth transition and will do my best to complete any outstanding projects and assist in training my replacement, if needed.

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 in the future.

Sincerely,  
[Your Name]