

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I want to take this opportunity to express my gratitude for the experiences and opportunities I've had during my time here. [You may include a personal note about your experiences or what you have learned.] Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]