

[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 this letter].

I appreciate the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team.

Please let me know how I can assist during the transition process.

Thank you once again for everything.

Sincerely,  
[Your Name]