

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my application process with the New York City Fire Department (FDNY), effective immediately.

I appreciate the opportunity to have participated in this process and have great respect for the department and its mission. However, after careful consideration, I have decided to pursue other opportunities that better align with my career goals at this time.

Thank you for your understanding. I wish the FDNY continued success in its important work.

Sincerely,  
[Your Name]