

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

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for professional and personal development during my time here and am grateful for the support from my colleagues and management.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company/Organization Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]