

[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 resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have greatly appreciated the opportunity to work with you and the team, and I am thankful for the support and guidance I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist with the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,
[Your Name]