

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

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

Dear [Recipient 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 enjoyed my time at FVCC and am grateful for the opportunities for personal and professional growth. I appreciate the support I've received from both management and my colleagues.

Please let me know how I can help during the transition period.

Thank you once again for everything.

Sincerely,  
[Your Name]