

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and it took a lot of contemplation. I have enjoyed working here and am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support from my colleagues and management during my tenure.

I will do my best to ensure a smooth transition, including handing over my responsibilities and assisting in training my replacement if needed. Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow and succeed.

Sincerely,
[Your Name]