

[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 appreciate the opportunities I have had during my time at [Company/Organization Name] and the support I've received from you and my colleagues.

Thank you for your understanding. I wish the team continued success, and I hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]