

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

[HR Manager's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [HR Manager'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].

I appreciate the opportunities given to me during my time at [Company's Name]. I've enjoyed working with the team and am grateful for the support and guidance I received.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for everything.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]