

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I've had during my time at the company and
am grateful for the support from my colleagues.

Please let me know how I can assist during the transition.

Thank you for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]