

[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 for professional and personal development that you have provided during my time at the company. I have enjoyed working with the team and am grateful for the support and encouragement I have received.

Please let me know how I can assist during the transition period. I hope to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,
[Your Name]