

[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], due to my obligation to serve on a jury.

I appreciate the opportunities I have had during my time at [Company Name], and I am grateful for the support and guidance from you and my colleagues.

Please let me know how I can assist in the transition during my remaining time.

Thank you for your understanding.

Sincerely,  
[Your Name]