

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

Karen [Last Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Karen,

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

I want to express my gratitude for the opportunities to grow and learn
during my time here. I have enjoyed working with you and the team, and I
appreciate the support I've received.

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

Thank you once again for everything.

Sincerely,
[Your Name]