

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have appreciated the opportunities I have had during my time at [Company's Name] and am grateful for the support and guidance I have received from you and my colleagues.

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

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you all the best for the future.

Sincerely,
[Your Name]