

[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 have received during my time at [Company  
Name] and have enjoyed working with my colleagues.

Thank you for your understanding. I wish the company continued success in  
the future.

Sincerely,  
[Your Name]