

[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 opportunity to work with the team and have learned a lot during my time here. I am grateful for the support and guidance provided to me during my tenure.

Please let me know how I can assist during the transition process.

Thank you once again for the experience.

Sincerely,

[Your Name]