

[Your Name]
[Your Address]
Klamath Falls, OR [Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
Klamath Falls, OR [Zip Code]

Dear [Recipient's Name],

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

I want to express my gratitude for the opportunities I have had while working at [Company/Organization Name]. I have enjoyed my time here and appreciate the support from my colleagues and management.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you once again for everything.

Sincerely,
[Your Name]