

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer'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 want to express my gratitude for the opportunities I've had during my time here. I have greatly enjoyed working with you and the team, and I appreciate the support and guidance provided to me.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,  
[Your Name]