

[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 provide my notice of resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance from you and the team.

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]