

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

I have greatly appreciated the opportunity to work with you and the team. [You may include a brief sentence expressing your gratitude or sharing a positive experience].

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

Thank you once again for my time at [Organization's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]