

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, Postal 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 appreciate the opportunities for professional and personal development that I have received during my time here. I am grateful for the support, guidance, and encouragement you and the team have provided.

I will do my best to ensure a smooth transition and complete my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]
[Your Job Title]