

[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 resign from my position at [Company's Name], effective [last working day, typically two weeks from the date of the letter].

I am grateful for the opportunities I've had during my time here and appreciate the support from my colleagues and management.

Thank you for understanding my decision. I wish the company continued success in the future.

Sincerely,
[Your Name]