

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

I have greatly appreciated the opportunities for professional and
personal development that you have provided me during my time at [Company
Name]. I am grateful for the chance to work with a talented team and
contribute to the company's growth.

Please let me know if there is anything I can do to ensure a smooth
transition. I hope to stay in touch, and I look forward to crossing paths
in the future.

Thank you once again for the opportunity.

Sincerely,
[Your Name]