

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

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

Dear [Recipient's Name],

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

This decision was not easy, and I am grateful for the opportunities to grow and develop professionally during my time here. I appreciate the support and guidance I have received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to complete my outstanding responsibilities and assist in transferring my duties to other team members.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I hope to stay in touch in the future.

Sincerely,
[Your Name]