

[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 as [Your Position] at [Organization's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities I've had at [Organization's Name]. Working here has been a rewarding experience, and I am proud to have contributed to [specific projects/initiatives you worked on].

During my remaining time, I am committed to ensuring a smooth transition. I will complete my current responsibilities and assist in any way possible to help train my replacement or pass on my duties.

Please let me know how I can help during this transition. Thank you once again for the opportunity to be a part of [Organization's Name]. I hope to keep in touch and wish you and the team continued success in your vital work.

Sincerely,
[Your Name]
[Your Job Title]