

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

This decision was not easy, and it took a lot of consideration. I am incredibly grateful for the opportunities I've had during my time at [Organization's Name], especially [mention any specific experiences, projects, or skills gained].

I appreciate the support and guidance I've received from my colleagues and leadership. I hope to stay in touch and will always value my experiences working here.

Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,  
[Your Name]