

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

Dear [Recipient 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 am grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support and guidance from you and my colleagues. I will ensure a smooth transition and assist in transferring my responsibilities.

Thank you once again for everything. I wish the company continued success.

Sincerely,
[Your Name]