

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Boss's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Boss'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 appreciate the opportunities I have had during my time working here and thank you for your support and guidance. I have enjoyed my role and value the experiences I have gained.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]