

[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 have greatly appreciated the opportunities for professional and personal development that you have provided me during my time at the company. I am particularly grateful for [mention any specific experiences or opportunities].

I will ensure that all my responsibilities are completed and will assist in the transition process. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]