

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

Dear [Employer's Name],

I am writing to formally confirm my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I've had during my time at [Company's Name] and the support I've received from you and my colleagues.

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

Thank you once again, and I wish the company continued success in the future.

Sincerely,
[Your Name]