

[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 notify you of my resignation from my position at [Company's Name], effective [last working day, typically two weeks from the date above].

I have greatly appreciated the opportunities for personal and professional development during my time at [Company's Name]. I am grateful for the support from you and the team, and I will always value the experiences I have gained here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively in the coming weeks. Thank you once again for the opportunities and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]