

[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 resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I have greatly appreciated the opportunities I've had to work with such a dedicated team in an outdoor environment.

I will do my utmost to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you for the support and guidance during my time at [Company's Name]. I wish you and the team continued success in the future.

Sincerely,  
[Your Name]