

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not easy and took a lot of consideration. However, I have decided to [briefly explain reason, if desired, e.g., pursue other opportunities, focus on personal matters, etc.].

I am grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance provided by you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]