

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

The Honorable [Prime Minister's Name]
Prime Minister of [Country]
[Prime Minister's Office Address]
[City, State, Zip Code]

Dear Prime Minister [Last Name],

I am writing to formally resign from my position as [Your Position]
effective [Last Working Day, e.g., two weeks from the date above].

[Optional: Briefly explain your reason for resigning, if appropriate and
relevant.]

I am grateful for the opportunities I have had to serve the nation and
work alongside dedicated colleagues. I appreciate your leadership and the
initiatives taken during my tenure.

I wish you and the government success in all your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]