

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I have greatly appreciated the opportunities I've had during my time at [Company Name] and am grateful for the support and guidance from you and my colleagues. This decision was not easy, but I believe it is the right step for my career goals.

I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in training my replacement. Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]