

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Postcode]

Dear [Employer's Name],

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

I want to express my gratitude for the opportunities I have had during my
time here. I appreciate the support and guidance I received while working
with you and the team.

Please let me know how I can assist during the transition period.

Thank you again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]