

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

[Employer's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

I want to express my sincere gratitude for the opportunity to work with such a talented team and contribute to [specific project or research topic]. My time here has been invaluable, and I have learned so much from you and my colleagues.

I will ensure a smooth transition by [mention any plans for transition, if applicable]. Please let me know how I can assist during this period. Thank you once again for the opportunity. I hope to keep in touch in the future.

Sincerely,
[Your Name]