

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

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 of the letter].

I want to express my heartfelt gratitude for the opportunities I have had while working at [Company's Name]. The support from you and my colleagues has been invaluable, and I truly appreciate the experiences and knowledge I have gained during my time here.

Thank you for your understanding and support regarding my decision. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities efficiently.

Warmest regards,

[Your Name]