

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as a [specific position, e.g. "Resident Helper"] at [Institution's Name], effective [last working day, e.g. "two weeks from today, on DATE"].

I have greatly valued my time at [Institution's Name] and have learned a lot from my experiences here. This decision was not easy and involved considerable thought. However, I feel that it is in my best interest to pursue other opportunities at this time.

Thank you for the support and guidance during my tenure. I appreciate the opportunities to grow and develop my skills within this role. Please let me know how I can assist during the transition period.

Sincerely,
[Your Name]