

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

RJ Smith
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear RJ Smith,

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].
I appreciate the opportunities I've had during my time here and am
grateful for the support and guidance provided by you and the team.
Thank you for everything.

Sincerely,
[Your Name]