

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not an easy one, and it took a lot of consideration. I am grateful for the opportunities I've had during my time at the company, especially [mention any specific projects or experiences].

I am committed to ensuring a smooth transition and will assist in training my replacement or completing projects before my departure.

Thank you once again for the support and opportunities. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]