

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

I have appreciated the opportunity to work with such a talented team and
value the experiences I've gained during my time here.

Thank you for your support and understanding. I wish the company
continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]