

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

Dear [Employer's 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 greatly appreciated the opportunities for professional and  
personal development during my time at [Company Name]. I am thankful for  
the support and guidance I have received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything  
possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch.

Sincerely,  
[Your Name]