

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

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

Dear [Recipient's Name],

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

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support and guidance I have received.

I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and assist in handing over my responsibilities.

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

I look forward to staying in touch.

Sincerely,  
[Your Name]