

[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 want to take this opportunity to thank you and the team for the support and growth I have experienced during my time at [Company Name]. It has been a pleasure working with you, and I appreciate the opportunities I have been given.

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

Thank you once again. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]