

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

JJ Morgan

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

Dear JJ,

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 personal and professional development that you have provided me during my time at [Company Name]. It has been a pleasure to work with you and the team. Please let me know how I can help during the transition. I hope to maintain our professional relationship in the future.

Thank you once again for the opportunity.

Sincerely,
[Your Name]