

[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 hope this message finds you well. I am writing to formally notify you of my resignation from [Your Current Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am truly grateful for the opportunities I have had at [Company's Name]. I have enjoyed working with a talented team and have learned so much during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in transferring my duties to the next person. Please let me know how I can help during this transition.

Thank you once again for your guidance and support. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]