

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

Dear [Employer's Name],

I am writing to formally resign from my position at [Current Company Name], effective [Last Working Day, typically two weeks from the date of this letter]. After careful consideration, I have decided to accept a new opportunity that aligns more closely with my career goals.

I am genuinely grateful for the opportunities I've had at [Current Company Name]. I have enjoyed working with you and the team, and I appreciate the professional and personal growth I have experienced during my time here.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and assist in the handover process over the next few weeks. Please let me know how I can help during this time. Thank you once again for your support and guidance. I hope to stay in touch, and I wish [Current Company Name] continued success in the future.

Sincerely,
[Your Name]