

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and it took a lot of consideration. However, I believe it is the right step for my career progression. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support of my colleagues and management.

I will ensure a smooth transition over the next [notice period duration] and am happy to assist in transferring my responsibilities.

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

Sincerely,
[Your Name]