

[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 announce my resignation from my position at
[Company Name], effective [Last Working Day, typically two weeks from the
date above].

This decision was not made lightly, and I appreciate the opportunities I
have had to grow and develop during my time here.

Please let me know how I can assist during the transition.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]