

[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 two weeks from today, [Last Working Day, Date].

I appreciate the opportunities for professional and personal development that I have received during my time at the company. Thank you for your support and guidance.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]