

[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 notify you of my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two months from the date above]. This decision was not easy and required a lot of consideration, but I believe it is the best step for my career and personal growth.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time. Please let me know how I can assist in this process.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I appreciate your support and understanding, and I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]