

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Hi [Recipient's Name],

I hope this message finds you well. I wanted to let you know that I'll be resigning from my position at [Company's Name], effective in two days. My last working day will be [Last Working Day].

I really appreciate the opportunities I've had during my time here and will miss working with you and the team. Please let me know if there's anything I can do to help during this transition.

Thanks for everything!

Best,

[Your Name]