

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you that I will be resigning from my position at [Company Name], effective [Last Working Day, Date].

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name].

Sincerely,

[Your Name]