

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, Two Days from Date]. Due to [brief reason for leaving, if comfortable sharing], I have decided to pursue other opportunities. I appreciate the support and opportunities I've received during my time here.

I will do my best to ensure a smooth transition over the next two days. Thank you for understanding, and I wish the company continued success.

Sincerely,
[Your Name]