

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

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

Dear [Recipient's Name],

I am writing to formally provide my notice of resignation from [Your Position] at [Company Name], effective [Last Working Day, e.g., two days from today].

I appreciate the opportunities I've had during my time at the company and am grateful for the experience I've gained.

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

Thank you for your understanding.

Sincerely,
[Your Name]