

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

[Recipient's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I am resigning from my position at [Company's Name], effective [Last Working Day, e.g., two days from date of letter].

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support from you and my colleagues.

Thank you for understanding.

Sincerely,

[Your Name]