

[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 resign from my position at [Company's Name] effective [two weeks from today's date].

I appreciate the opportunity to work with the team and have enjoyed my time at [Company's Name].

Thank you for your understanding. I am committed to ensuring a smooth transition during my remaining time.

Sincerely,
[Your Name]