

[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 [Last Working Day, typically two weeks from the date above]. This decision is due to my obligation to serve on jury duty, which will prevent me from fulfilling my work responsibilities effectively.

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for your support. I hope to ensure a smooth transition before my departure.

Thank you for your understanding.

Sincerely,  
[Your Name]