

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, Postal 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], in accordance with my employment contract.

I have enjoyed my time at [Company's Name] and appreciate the opportunities for professional and personal development that have been provided to me. However, I have decided to pursue an opportunity that aligns more closely with my career goals.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding and support. I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]