

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

VJ Smith
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear VJ Smith,

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities and support I have received during my time at [Company Name]. Working under your leadership has been a valuable experience, and I appreciate the chance to be a part of such a dedicated team.

I will ensure a smooth transition by completing my ongoing projects and assisting in any way I can during my remaining time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]