

[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]. I have made this decision after careful consideration, and it was not an easy choice. I have enjoyed working with you and the team, and I am grateful for the opportunities for personal and professional growth that you have provided me during my time here.

I will do my utmost to ensure a smooth transition and will complete my current responsibilities and assist in training my replacement if needed. Thank you once again for the support and encouragement during my tenure. I hope to stay in touch in the future.

Sincerely,
[Your Name]