

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

Dear [Recipient Name],

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

I want to express my sincere gratitude for the opportunities I have had during my time at [Company Name]. Working alongside such a talented team has been an invaluable experience, and I am proud of what we have accomplished together.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this process.

Thank you once again for the support and encouragement I received throughout my tenure. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]