

[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 at WXPB, effective [last working day, typically two weeks from the date above].

I want to take this opportunity to express my gratitude for the experiences I've gained and the relationships I've built during my time here. It has been a pleasure to work with such a talented team.

I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities in the upcoming weeks.

Thank you once again for the opportunity to be a part of WXPB. I look forward to staying in touch.

Sincerely,  
[Your Name]