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| Field | Details |
|-----|-----|
| Employee Name | [Your Name] |
| Address | [Your Address] |
| City, State, Zip | [Your City, State, Zip Code] |
| Email | [Your Email Address] |
| Phone Number | [Your Phone Number] |
| Date | [Date] |
| Employer Name | [Employer's Name] |
| Company Name | [Company Name] |
| Company Address | [Company Address] |
| City, State, Zip | [Company City, State, Zip Code] |
| Subject | Resignation Letter |
| Body | Dear [Employer's Name], |
| | |
| | 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 I've had while working with you
and the team. Thank you for your support and encouragement. |
| | |
| | Please let me know how I can help during the transition. |
| | |
| | Sincerely, |
| | [Your Name] |
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