

[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 appreciate the opportunities and support I have received during my time at [Company's Name]. I have enjoyed working with the team and contributing to our projects.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities before my departure.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,
[Your Name]