

[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 [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for professional and personal development during my time at [Company Name]. I am grateful for the support and guidance I have received from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship and wish the company continued success in the future.

Thank you once again for the opportunity.

Sincerely,  
[Your Name]