

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

Yvonne [Last Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Yvonne,

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 greatly appreciated the opportunities for professional and personal development during my time at [Company Name]. I am grateful for the support and guidance you have provided, and I have enjoyed working with such a talented team.

Thank you once again for everything. I look forward to staying in touch, and I wish you and the company continued success.

Sincerely,
[Your Name]