

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

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

Dear Yvette,

I am writing to formally resign from my position at [Company Name],
effective [last working day, typically two weeks from the date above].
I appreciate the opportunities for personal and professional development
that you have provided me during my time here.
Thank you for your guidance and support. I wish you and the company
continued success.

Sincerely,
[Your Name]