

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

I have greatly appreciated the opportunity to work at [Company Name] and am thankful for the support and guidance I have received during my time here.

I will do my utmost to ensure a smooth transition and will complete all outstanding tasks before my departure.

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

Sincerely,

[Your Name]