

[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 want to express my gratitude for the opportunities I have had during my time at the company. Working with you and the team has been a valuable experience that I will take with me throughout my career. Please let me know how I can assist during the transition period. Thank you again for your support and understanding.

Sincerely,  
[Your Name]