

[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 appreciate the opportunities I have had during my time at [Company
Name] and am grateful for the support and guidance I have received.

Thank you for your understanding.

Sincerely,

[Your Name]