

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally resign from my position as a Zumba instructor at [Company/Organization Name], effective [last working day, typically two weeks from the date above].

I have truly enjoyed my time with [Company/Organization Name] and am grateful for the opportunities I have had to teach and connect with so many wonderful clients and colleagues. However, due to [brief reason for leaving if you wish to include it], I believe it is time for me to move on.

I am committed to ensuring a smooth transition and would be happy to assist in finding a replacement or providing any necessary handover during my remaining time.

Thank you once again for the support and encouragement during my tenure.

I will cherish the wonderful memories and experiences here.

Wishing everyone at [Company/Organization Name] continued success.

Sincerely,

[Your Name]