

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my resignation from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it comes after careful consideration of my current situation and future goals. I am thankful for the opportunities for professional and personal development that you and the company have provided me during my time here.

I appreciate the support I've received from my colleagues and management, and I will do everything possible to ensure a smooth transition. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]  
[Your Job Title]