

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

This decision was not made lightly, and I am grateful for the opportunities I've had to grow both personally and professionally during my time here. I appreciate the support and guidance I've received from you and my colleagues, which has contributed to my development and success.

I am committed to ensuring a smooth transition and will do everything possible to assist during this time. Please let me know how I can help in the transition process.

Thank you once again for the experience and support. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]