

[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 hope this message finds you well. I am writing to formally inform you of my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes as a result of [brief explanation of circumstances, e.g., personal reasons, career change, etc.]. I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and appreciate the support from my colleagues and management.

I am committed to ensuring a smooth transition. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,  
[Your Name]