

[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 give my notice of resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my gratitude for the time I've spent at [Company's Name]. I have genuinely enjoyed working with such a dedicated team and have learned a great deal during my tenure. The supportive environment and opportunities for growth have significantly contributed to my professional development.

I appreciate the chance to contribute to [specific project or task] and the occasional challenges that helped me enhance my skills. I will cherish the memories and friendships I've made here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your understanding and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]