

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position 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 career path and personal goals. I have greatly valued my time at [Company's Name] and appreciate the opportunities for professional and personal growth that I have received during my tenure.

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

Thank you for your understanding. I hope to stay in touch in the future.

Warm regards,

[Your Name]