

[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 of the letter].

I would like to express my gratitude for the opportunities I have had during my time at the company. I appreciate the support and guidance provided by you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to complete my duties and assist in this process over the next [notice period].

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,
[Your Name]