

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and it comes after careful consideration of my career goals and personal aspirations. I am grateful for the opportunities I have had during my time at [Company Name] and for the support and encouragement from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively before my departure. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]