

[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].

I have greatly appreciated the opportunities for professional and
personal development that you have provided me during my time here.

Thank you for your understanding. I wish the company continued success in
the future.

Sincerely,
[Your Name]