

[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].

I have greatly appreciated the opportunities for professional and personal development during my time here. I have enjoyed working with my colleagues and am grateful for the support I've received.

Please let me know how I can assist during the transition period.

Thank you once again for the opportunity. I wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]