

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not easy to make, but after careful consideration, I have decided to pursue new opportunities that align with my career goals. I am grateful for the invaluable experiences and support that I have received during my time at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and train my successor if needed.

Thank you for the opportunities for personal and professional growth that you have provided me during my time at [Company Name]. I look forward to staying in touch.

Sincerely,
[Your Name]