

[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 opportunity to work with [Company Name]
and am grateful for the support and guidance I've received during my time
here.

I will ensure a smooth transition of my responsibilities and am happy to
assist in training my replacement in this process.

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

Sincerely,
[Your Name]