

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Agency Name], effective [Last Working Day, typically two weeks from the date of this letter].

I have greatly appreciated the opportunities for professional and personal development during my tenure at [Agency Name]. It has been a privilege to work alongside such a dedicated team and contribute to [specific project or duty related to your role].

Please let me know how I can assist during the transition. I hope to maintain our professional relationship in the future.

Thank you for your support and guidance.

Sincerely,

[Your Name]
[Your Job Title]