

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

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

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

This decision was not made lightly, and I am grateful for the opportunities I've had to grow both personally and professionally during my time here. Working with such a talented team has been a highlight of my career, and I truly appreciate the support and guidance I have received.

I am dedicated to ensuring a smooth transition and will do everything possible to complete any ongoing projects and assist in the handover process. Please let me know how I can help during this transition period. Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]