

[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 appreciate the opportunities for professional and personal development that I have received during my time at [Company's Name]. I am grateful for the support and guidance from you and my colleagues.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this period. Thank you once again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]