

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

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

I appreciate the opportunities I've had during my time here and the support from my team. I have enjoyed working with you and being part of [specific project/team/accomplishments].

Please let me know how I can assist during the transition. I hope to stay in touch and wish [Company/Organization Name] continued success.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]