

[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, usually two weeks from the date above].

I would like to express my gratitude for the opportunities I have received during my time at [Company's Name]. It has been a valuable experience working with you and the team.

Please let me know how I can assist during the transition.

Thank you for your understanding.

Sincerely,  
[Your Name]