

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name (YNC)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

I appreciate the opportunities I have had during my time at YNC and am grateful for the support and guidance I have received from my colleagues and management.

I will do my best to ensure a smooth transition, including completing my current projects and assisting in training my replacement.

Thank you once again for the opportunity to be a part of YNC.

Sincerely,
[Your Name]