

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

I have greatly appreciated the opportunity to work with such a talented team and to contribute to [mention any specific project or experience if desired]. I have learned a lot during my time here and am grateful for the support and guidance from both you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to complete my duties and assist in transferring my responsibilities. Thank you once again for the opportunity to be a part of [Company/Organization Name]. I hope to stay in touch, and I wish you and the team continued success.

Sincerely,
[Your Name]