

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

Dear [Recipient Name],

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

As I take this step, I find myself reflecting on the incredible journey I've experienced at [Company Name]. I am sincerely grateful for the support, encouragement, and opportunities I've received throughout my tenure here.

Working alongside such inspiring colleagues has not only enriched my skills but has also provided me with friendships that I will cherish. I am particularly thankful for your leadership and mentorship, which have significantly guided my development. The achievements we've accomplished together are a testament to the collaborative spirit that defines [Company Name].

Thank you once again for the incredible experience. I look forward to following the continued success of the company and hope to stay in touch. Wishing you and the entire team all the best in the future.

Warm regards,  
[Your Name]