

[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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly and comes after careful consideration of my career path and professional growth. During my time at [Company Name], I have learned a great deal and will always cherish the opportunities and experiences that have greatly contributed to my professional development.

I have been fortunate to work with a remarkable team and under the guidance of exceptional leaders. Your support and mentorship have played a significant role in my growth and have prepared me well for the new challenges ahead.

As I transition to the next phase of my career, I am filled with gratitude and excitement. This new opportunity will allow me to expand my skills and take on more responsibilities in line with my long-term career goals.

I am committed to ensuring a smooth and seamless transition and will do everything in my power to transfer my responsibilities effectively.

Please let me know how I can assist during this process.

Thank you once again for the wonderful experiences and opportunities. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Name]