

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision weighs heavily on my heart as I reflect on the time spent here. I am incredibly grateful for the opportunities for personal and professional growth that this role provided. Working alongside such a talented and supportive team has been a truly rewarding experience.

I am thankful for the guidance and encouragement I've received, which have been instrumental in shaping my career. I have learned so much and will cherish the collaborative spirit that made every day a pleasure.

Though I am excited about my future endeavors, I will miss the camaraderie and sense of purpose I found in working with you all. I hope to take the values and skills I've gained into my next chapter.

Please let me know how I can assist during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Warm regards,

[Your Name]