

[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 considerable thought and reflection.

Working at [Company Name] has been a deeply rewarding experience, and I am grateful for the opportunities and support I've received during my time here. The values of integrity and commitment demonstrated by everyone in the team have been truly inspiring and have greatly influenced my professional growth.

I am committed to ensuring a smooth transition and will do everything in my power to transfer my responsibilities effectively. I hope to leave my role well-prepared for whoever takes over and to maintain the exceptional standards that [Company Name] upholds.

Thank you once again for the professional and personal growth I've achieved while being a part of [Company Name]. I am hopeful our paths may cross again in the future.

Sincerely,
[Your Name]