

[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 easy and took a lot of consideration. I've truly enjoyed working here and am grateful for the opportunities I've had to grow professionally and personally. The support I've received from you and the entire team has been invaluable.

I am committed to ensuring a smooth transition. Over the next two weeks, I will complete my current projects and assist in any way to make the transition process as seamless as possible. Please let me know how I can help during this time.

Thank you again for the incredible opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Typed Name]