

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[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 date above].

I want to express my heartfelt gratitude for the opportunities and support I have received during my time here. Working at [Company Name] has been a rewarding experience, and I appreciate the chance to grow both professionally and personally.

Thank you once again for everything.

Sincerely,

[Your Name]