

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my tenure at [Company Name]. It has been a pleasure working with you and being a part of the team.

I kindly request you to provide me with an experience certificate and a recommendation letter, which would greatly assist me in my future career endeavors.

Please let me know if there are any formalities or details I should address to ensure a smooth transition. Thank you again for your support and guidance.

Yours sincerely,
[Your Name]