

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

[Recipient's Name]
[Recipient's Title/Position]
[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 two weeks from today, on [Last Working Day, e.g., July 15, 2024].

I would like to sincerely apologize for any miscommunication or misunderstandings that may have occurred during my tenure, particularly regarding [briefly mention specific incident or 'certain recent matters' if preferred]. I take full responsibility for any confusion and want to assure you that I have always aimed to act in the best interest of the team and the organization.

I am grateful for the opportunities to learn and grow during my time at [Company Name]. I deeply appreciate the support, guidance, and experience I have received from you and the entire team.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities. I hope to maintain a positive relationship going forward and wish the company continued success.

Thank you for your understanding.

Sincerely,
[Your Name]