

[Date]

[Recipient Name]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from today]. This decision comes as I have accepted an opportunity that aligns with my long-term career goals and growth.

I am grateful for the experiences and support I have received during my time here. I appreciate the opportunities for professional and personal development provided by the company.

I am committed to ensuring a smooth transition and will do everything possible to assist during this period.

Thank you for your understanding and support.

Sincerely,  
[Your Name]