

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

[Recipient's Name]
[Recipient's Position/Title]
[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, e.g., 60 days from the date of this letter, as per our agreed extended notice period].

I appreciate the opportunities for professional and personal growth that I have experienced while working at [Company Name]. It has been a pleasure working with such a talented and supportive team.

To ensure a smooth transition, I am committed to fulfilling my responsibilities throughout my extended notice period. I am happy to assist in training my replacement and will work diligently to complete any outstanding projects.

Thank you for your understanding and support regarding my decision. I am grateful for everything I have learned during my tenure here and look forward to staying in touch.

Please let me know how I can best support the transition process.

Sincerely,
[Your Name]