

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Recipient 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].

This decision was not made lightly, as my time at [Company Name] has been both professionally rewarding and personally enjoyable. I am truly grateful for the positive work environment you and the team have fostered. The collaborative and supportive atmosphere, along with open communication and mutual respect among colleagues, have greatly contributed to my job satisfaction and professional growth.

I have especially appreciated the opportunities for training and development, and the way management continually encourages individual and team success. The constructive feedback I received has been invaluable for my personal development, and I am thankful to have been part of such a motivated and committed team.

Thank you once again for the positive experience, guidance, and support. I look forward to staying in touch and hope our paths cross again in the future. Please let me know how I can assist during the transition period.

Sincerely,  
[Your Name]