

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

[Date]

[Recipient Name]
[Recipient Position/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 [Proposed Last Working Day or "to be determined"]. I appreciate the valuable experiences and opportunities I have gained during my tenure with the organization.

I understand the importance of a smooth transition and I am committed to ensuring that my responsibilities are handed over in a seamless manner. While my contract stipulates a notice period of [Notice Period, e.g. "two weeks"], I am open to discussing an adjusted notice period that best supports the team's needs and the company's transition plan. Please let me know what would work best for you, and I will do my utmost to accommodate.

Thank you for your guidance, support, and the opportunities for personal and professional growth during my time here. I am grateful for the experiences and skills I have gained, and I look forward to staying in touch.

Please let me know how I can assist during the transition. I am happy to help train my replacement or provide any necessary documentation to facilitate a smooth handover.

Thank you once again for your understanding.

Sincerely,

[Your Name]