

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective two weeks from today, on [Last Working Day, e.g., July 10, 2024].

This decision was not made lightly, as my time at [Company Name] has been truly rewarding. I am deeply grateful for the positive and collaborative company culture that encourages growth, innovation, and teamwork. The supportive atmosphere fostered by the leadership and my colleagues has contributed significantly to both my professional and personal development.

I sincerely appreciate the opportunities I have been provided here, as well as the emphasis [Company Name] places on mutual respect, open communication, and shared success. It has been an honor to be part of such a dynamic and engaged team.

During my remaining time, I am committed to making the transition as smooth as possible and will do everything I can to ensure that my responsibilities are managed efficiently.

Thank you once again for a truly rewarding experience. I leave with fond memories and great respect for the values and people that make [Company Name] an exceptional place to work. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]