

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

[Recipient's Name]
[Recipient's 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] with [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development during my time at [Company Name]. Working with you and the team has been a valuable experience, and I am grateful for your support and guidance.

During the transition period, I am committed to assisting in any way I can to ensure a smooth handover of my duties and responsibilities. Please let me know how I can best contribute to this process.

Thank you again for the opportunity to be a part of [Company Name]. I wish the organization continued growth and success in the future.

Sincerely,

[Your Name]