

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

[Recipient Name]
[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 date].

As I prepare for the next chapter in my career, I want to express my heartfelt appreciation for the tremendous career growth opportunities I have experienced during my time at [Company Name]. The supportive work environment, outstanding mentorship, and numerous learning opportunities have been instrumental in my personal and professional development.

I am deeply grateful for the chances I have had to expand my skills, take on new challenges, and work alongside such talented and inspiring colleagues. The guidance I have received and the trust placed in me have made a significant impact on my career, and I will carry these experiences with me as I move forward.

Please know that my decision to resign was made after careful consideration and with appreciation for all that [Company Name] has offered me. I am confident that the knowledge and expertise I have gained here will continue to benefit me throughout my career.

Over my remaining time, I am committed to ensuring a smooth transition and will do everything possible to support the team during this period.

Thank you once again for the incredible opportunities and support throughout my employment. I look forward to keeping in touch and wish continued success to [Company Name].

Sincerely,
[Your Name]