

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

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

Dear [Recipient's Name],

It is with mixed emotions and sincere regret that I submit my formal resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Over the course of my tenure here, I have had the privilege to work with an extraordinary team and contribute to meaningful projects. I am deeply grateful for the opportunities, support, and guidance you and the organization have extended to me. The skills and experiences I have gained have been invaluable to my professional and personal growth.

This decision was not made lightly, as my time at [Company Name] has been both rewarding and inspiring. However, after careful consideration, I believe this is the right step for me at this point in my career. Please know that my respect for you and the team remains unwavering, and I leave with the fondest memories and the utmost appreciation.

I am committed to ensuring a smooth and seamless transition, and I will do everything possible to support the team during this period. Please let me know how I can be of assistance in handing over my responsibilities.

Thank you once again for your trust, mentorship, and encouragement throughout my journey at [Company Name]. I sincerely hope to stay in touch, and I look forward to crossing paths in the future.

With warmest regards,  
[Your Name]