

[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 announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the invaluable training and mentorship I have received during my time here. The guidance, support, and encouragement offered by you and the entire team have significantly contributed to my professional growth and development.

I truly appreciate the opportunities provided to learn new skills, tackle challenging projects, and collaborate with such a talented group of colleagues. These experiences have greatly enriched my career, and I will always carry the lessons and knowledge gained here with me.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities. I am committed to making this process as seamless as possible.

Thank you once again for all your support, guidance, and the opportunities I have received at [Company Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]