

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly and comes with a great deal of regret. My time at [Company Name] has been an incredibly rewarding and formative experience, both professionally and personally. I am deeply grateful for the opportunities I've had to learn, collaborate, and grow within such a supportive environment. The guidance and encouragement I've received from you and my colleagues will always be remembered and cherished.

Please know that my decision to move on is the result of thoughtful consideration regarding my career goals and personal aspirations. It in no way diminishes the immense appreciation I have for the support, mentorship, and camaraderie I've enjoyed here.

I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities effectively before my departure. Please let me know how I can assist during this period.

Thank you once again for all that you and [Company Name] have done for me. I value the relationships I have built here and genuinely hope to stay in touch in the future.

With sincere gratitude,
[Your Name]