

[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 the date above].

This decision comes after careful consideration of my personal and professional goals. I have embraced an opportunity that will allow me to further advance my career, seek new challenges, and expand my skill set. This step is an important part of my professional growth and development.

I would like to express my sincere gratitude for the support, guidance, and opportunities I have received during my tenure at [Company Name]. Working here has been an incredibly rewarding experience, and I value the positive relationships and experiences gained as a member of this team.

I am committed to assisting with the transition process over the coming weeks to ensure a smooth and successful handover of my responsibilities. Please let me know how I can be of assistance during this period.

Thank you once again for the opportunities and support provided to me at [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]