

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

[Recipient's Name]  
[Recipient's Position]  
[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].

I would like to express my sincere gratitude to you and the entire team at [Company Name] for your ongoing support and encouragement throughout my tenure. The opportunities I have had here to grow professionally and personally have been invaluable. I am truly appreciative of the guidance, collaborative spirit, and positive working environment you have provided, which have contributed significantly to my development and success.

Working with such a talented and supportive group of colleagues has been a rewarding experience that I will always look back on fondly. I am grateful for the trust you placed in me and the chance to be a part of this remarkable organization.

As I transition to the next chapter of my career, please know that I remain committed to ensuring a smooth and seamless handover of my responsibilities. I am happy to assist in any way I can during this period.

Thank you once again for your ongoing support and understanding. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]