

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

[Recipient's Name]  
[Recipient's Title]  
[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 two weeks from today, [Last Working Day].

This decision was not made lightly. After careful consideration, I have chosen to pursue an exciting new opportunity that will allow me to further develop my skills and advance my career. I am grateful for the support, guidance, and professional growth I have experienced at [Company Name]. My time here has been instrumental in shaping my abilities and I appreciate all the valuable experiences and relationships I have built.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can assist in transferring my responsibilities or training a replacement.

Thank you again for the opportunities and encouragement I have received during my tenure. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]