

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation from [Your Position]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective immediately.

This decision was not made lightly, but I believe it is necessary for my personal and professional growth. I appreciate the opportunities I have had during my time with the company and am committed to ensuring a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]