

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not made lightly, but due to personal reasons, I feel it is necessary for me to step down from my role. I am grateful for the opportunities I have received during my time at [Company/Organization Name] and appreciate the support and guidance I have received from you and my colleagues.

I will do my best to ensure a smooth transition and will complete all outstanding tasks during my remaining time here.

Thank you once again for the opportunity to be part of [Company/Organization Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]