

[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]

Dear [Recipient's Name],

I am writing to formally notify you of my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date listed above].

This decision was not made lightly and comes after careful consideration of my career path and future goals. I am grateful for the opportunities for personal and professional growth that you and the company have provided me during my time here. I appreciate the support from my colleagues and the experiences I have gained.

I am committed to ensuring a smooth transition and will do everything in my power to complete my responsibilities and assist in transferring my duties before my departure.

Thank you again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]