

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to resign from my position as [Your Position] at [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time with the organization. I have greatly enjoyed working with you and my colleagues, and I appreciate the support I have received throughout my tenure.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Organization Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]