

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Voluntary Resignation

Dear [Employer's Name],

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

This decision was not easy and took a lot of consideration. However, I have decided to pursue another opportunity that will help me grow professionally.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues. I will do my best to ensure a smooth transition before my departure.

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

Sincerely,

[Your Name]