

Your Name
Your Address
City, State, Zip Code
Phone Number
Email Address
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally resign from my contractual obligations with [Company Name], effective [Last Working Day, typically two weeks from the date above].

Despite my appreciation for the opportunities afforded to me during my time with the company, I have determined that it is in my best interest to pursue other options at this time. I will ensure a smooth transition by completing my current projects and handing over my responsibilities appropriately.

Thank you for the support and opportunities during my tenure. I hope to maintain our professional relationship and wish the company continued success in the future.

Sincerely,

[Your Name]