

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**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 has not been easy and took a lot of consideration. I want to take this opportunity to express my heartfelt gratitude for the incredible work environment you have fostered. The support and encouragement I received from you and my colleagues have significantly contributed to my personal and professional growth.

Working at [Company's Name] has been a truly rewarding experience. The collaborative culture, positive energy, and innovative spirit that thrive here made every day fulfilling. I will cherish the memories and relationships I have built during my time here.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]