

Your Name
Your Address
City, State ZIP Code

Date: _____

Recipient Name
Company Name
Company Address
City, State ZIP Code

Dear [Recipient Name],

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

I am grateful for the opportunities and experiences I have had during my time with the company. I will do my best to ensure a smooth transition.

Thank you for your support and understanding.

Sincerely,

[Your Name]