

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

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

[Optional paragraph to express gratitude, offer assistance during the transition, or provide any additional information.]

Thank you for the opportunities and experiences during my tenure at [Company Name].

Sincerely,

[Your Name]