

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

[Date]

[Recipient Name]  
[Recipient Title]  
[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]. Thank you for the opportunities and support during my time here. I appreciate the experience and knowledge I have gained while working with you and the team.

Sincerely,

[Your Name]