

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today's date].

Thank you for the support and opportunities during my time here. I appreciate everything I have learned and experienced.

Please let me know if there is anything I can do to ensure a smooth transition.

Sincerely,

[Your Name]