

[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],

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

Thank you for the opportunities and support during my time with the company. I wish [Company Name] continued success in the future.

Please let me know how I can assist during the transition period.

Sincerely,

[Your Name]