

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

[Date]

[Recipient's Name]  
[Their Position]  
[Company/Organization Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Recipient's Name],

Please accept this letter as formal notice of my resignation from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

[Optional: I am grateful for the opportunities and experiences during my time here. It has been a pleasure working with you and the team.]

[Optional: I am committed to ensuring a smooth transition and will do my best to assist during this period.]

Sincerely,

[Your Name]