

[Your Email Address]

[Date]

[Recipient's Email Address]

Subject: Resignation - [Your Name]

Dear [Recipient's Name],

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

Thank you for the opportunities and support during my tenure. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]