

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Job Title] at [Company Name], effective [Last Working Date]. Please accept this letter as my short notice of resignation.

I apologize for any inconvenience caused and will do my best to ensure a smooth transition during my remaining time. Thank you for the opportunities and support during my employment.

Sincerely,

[Your Name]  
[Your Contact Information]