

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Voluntary Resignation Letter**

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].

I appreciate the opportunities and experiences I have gained while working with the team. Thank you for your guidance and support during my tenure.

Please let me know if there is anything I can do during my remaining time to assist with a smooth transition.

Sincerely,

[Your Name]