

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

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

*Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I have enjoyed working with the team and appreciate the support given to me throughout my tenure.*

*Please let me know if there is anything I can do to assist during the transition. I wish the company continued success in the future.*

Sincerely,

---

[Your Name]