

Your Name  
Your Address  
City, State ZIP Code

Date

Recipient's Name  
Company Name  
Company Address  
City, State ZIP Code

**Subject: Resignation Letter**

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Date].

Thank you for the opportunities and support during my tenure.

Sincerely,

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Your Name