[Your Name]

[Your Address]

[City, State Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State Zip Code]

Dear [Mr./Ms. Last Name or Appropriate Title],

Please accept this letter as formal notification of my resignation from the position of [Your Job Title] at [Company Name]. My last day of employment will be [Your Intended Last Day of Work], in accordance with the [Notice Period] outlined in my employment agreement.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. Working alongside such a talented and dedicated team has been truly rewarding, and I will carry the lessons learned with me as I embark on this new chapter.

During the remaining [Notice Period], I will make every effort to ensure a smooth transition of my responsibilities. I am happy to assist in training my replacement and providing detailed documentation to facilitate a seamless handover process.

Thank you again for the support and guidance you have provided me throughout my tenure at [Company Name]. I wish you and the entire team continued success in the future.

Sincerely,

[Your Handwritten Signature (for hard copy letter)]

[Your Name]