

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email Address]
[Today's Date][Employer Name]
[Employer Title]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer Name],

Dear [Employer Name],

I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name], effective [Date of Resignation]. I have accepted a new job opportunity that aligns better with my career goals and aspirations.

I want to thank you and the company for the opportunities and experiences that I have had while working here. I appreciate the support and encouragement that I have received from my colleagues and superiors, and I am grateful for the skills and knowledge that I have gained during my time here.

Please let me know what I can do to ensure a smooth and efficient transition process. Thank you again for the opportunity to be a part of the team at [Company Name].

Sincerely,

[Your Name]

[Your signature]

[Your phone and email]