

[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],

I am writing to inform you that I have decided to resign from my position as [Your Position] at [Company Name], effective [Date of Resignation].

I would like to express my sincere gratitude for the opportunities, guidance, and support that you and the company have provided me during my tenure here. My time at [Company Name] has been a valuable learning experience, and I will always remember the positive contributions that I have made to the team and the company's mission.

Please let me know what steps I need to take to ensure a smooth transition during my remaining time here. I am committed to completing my duties and responsibilities to the best of my abilities and will work with you to ensure that all outstanding projects are completed before my departure.

Thank you again for the opportunity to be a part of the [Company Name] team. I wish you and the company continued success.

Sincerely,

[Your Name]

[Your signature]

[Your phone and email]