[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [last working day, typically two weeks from the date of the letter].

I have enjoyed my time at [Company Name] and appreciate the opportunities for professional and personal development that you and the team have provided. However, after careful consideration, I have decided to move in a different direction in my career.

I am grateful for the support and guidance I have received during my time here. I have learned a great deal and have enjoyed contributing to the success of the team. I believe that the experiences and skills I have gained at [Company Name] will be valuable in my future endeavors.

During the next two weeks, I am committed to completing any outstanding projects and ensuring a smooth transition. I am more than willing to assist in training a replacement or providing any necessary information to make the transition as seamless as possible.

I appreciate the opportunities I have been given at [Company Name] and am thankful for the support of my colleagues and supervisors. I have genuinely enjoyed working with the team and will miss the positive and collaborative work environment.

Thank you again for the opportunities for professional and personal development. I wish [Company Name] continued success, and I hope our paths may cross again in the future.

Sincerely,

**Signature**

[Your Name]