

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]

[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

[City, State ZIP Code]

Dear [Recipient's 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 have accepted a new opportunity that aligns with my career goals and objectives.

I appreciate the opportunities that [Company Name] has provided me during my tenure here. I have learned a lot and had the chance to work with many talented individuals. I will do everything I can to ensure a smooth transition and will work with you to create a plan for the transfer of my responsibilities.

Please let me know how I can assist in the coming weeks to ensure that the transition is as seamless as possible.

Thank you for the support and opportunities that you have provided me during my time here.

Sincerely,

[Your Name]