[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to tender my resignation from my position as **[Your Job Title]** at **[Company Name]**. I am sincerely grateful for the invaluable experiences and support I have received during my time here. My last day of work will be **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023].**

It has been an honor to be part of such a dedicated and talented team, and I will cherish the memories and learning opportunities from my time at **[Company Name].** I am committed to ensuring a seamless transition and am open to assisting with the handover process.

Thank you for your understanding and encouragement throughout my tenure.

With gratitude,

[Your Name]