[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally announce my resignation from my position as **[Your Job Title]** at **[Company Name]**. My last day of employment will be **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023].**

This decision was not taken lightly, as I have had a fulfilling and enriching experience working with the team and contributing to the success of **[Company Name]**. I am sincerely grateful for the opportunities provided and the support I have received during my tenure.

I have thoroughly enjoyed working with my colleagues and have learned a great deal from the talented and dedicated individuals at **[Company Name]**. I am leaving with cherished memories and a sense of personal and professional growth.

To ensure a smooth transition, I am committed to completing any pending projects and assisting in training my replacement during my notice period. Please feel free to let me know how I can best support this process.

I would like to extend my gratitude to you and the entire management team for your guidance and mentorship. I am confident that the lessons learned here will stay with me throughout my career.

Thank you again for the support and understanding. I wish **[Company Name]** continued success and prosperity in the future.

Sincerely,

**[Your Name]**