[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 inform you of my decision to resign from my position as **[Your Job Title]** at **[Company Name].** I have been presented with an exciting opportunity for career advancement that aligns with my long-term professional goals.

I am immensely grateful for the support and encouragement I have received from you and the entire team at **[Company Name]**. My last day of work will be **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023]**.

I am committed to a smooth transition and will be more than willing to assist in any way during my notice period.

Thank you for everything.

Sincerely,

[Your Name]