[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

It is with a heavy heart that I submit my resignation from my position as **[Your Job Title]** at **[Company Name].** Recent unforeseen circumstances have necessitated this difficult decision.

I am grateful for the support and opportunities I have received at **[Company Name].** Please **consider [Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023],** as my last day of employment.

I am committed to ensuring a smooth handover and will be available to assist in any way during this transition.

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]