[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as **[Your Job Title]** at **[Company Name],** effective **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023].** I am grateful for the opportunities and experiences I have had here, and I wish **[Company Name]** continued success in the future.

Thank you.

Sincerely,

[Your Name]