

*[Your Name]*

*[Your Address] [City, State ZIP Code]*

*[Email Address]*

*[Date]*

*[Employer's Name]*

*[Company Name]*

*[Address] [City, State ZIP Code]*

Dear [Employer's Name],

I am writing to inform you that I am resigning from my position as [Job Title] at [Company Name]. My last day of work will be [Date], in accordance with the notice period required by my employment contract.

I would like to express my appreciation for the opportunities that the company has provided me during my time here. I have learned a lot, and I will always value the experiences that I have gained while working with the team.

I will work hard to ensure that my duties are transferred to someone else smoothly and that any outstanding tasks are completed before my departure. Please let me know if there is anything else that I can do to assist in the transition process.

Thank you again for the opportunities and support that I have received while working at [Company Name].

Sincerely,

*[Your Name]*