TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:**  Formal Resignation Letter  
  
Dear Ms./Mr. **[insert name]**

This letter is to inform you that I am resigning from my position as **[insert position name]** at**[insert company name],** effective two weeks from today**[insert date].**

It has been an absolute pleasure working at **[insert company name]** and I am truly grateful for the opportunities you have afforded me. My last working day will be **[insert date].**

I intend to continue working at the highest quality level until my final day of employment. If there is anything you would like me to do to facilitate a smooth transition during this time, please let me know.

Sincerely,

**[Your Signature]**

**[Your Name]**