[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [last working day, e.g., "September 30, 2023"].

It has been a privilege to work with the talented team at [Company Name] for the past [duration, e.g., "three years"]. During this time, I have grown professionally and personally, and I am grateful for the opportunities and experiences provided to me.

This decision was not made lightly. After careful consideration, I have decided to pursue a new direction in my career. I believe this choice aligns more closely with my long-term goals and aspirations.

I am committed to ensuring a smooth transition, which includes assisting in finding a replacement or training a team member to take over my responsibilities. I want to ensure that my departure causes as little disruption as possible.

I would like to thank you and the entire team at [Company Name] for the support, guidance, and encouragement I have received. I have enjoyed my tenure at the company, and I will cherish the memories and professional relationships I've built.

Please let me know how I can assist during this transition period. I wish [Company Name] continued success, and I hope our paths cross again in the future.

Sincerely,

[Your Name]

Note: Always customize the template to fit your personal situation and the nature of your relationship with the company.