



Dear [Employer's Name],

Please accept this letter as my formal resignation from my position as [Your Job Title] with [Company Name]. My last day of work will be [Date of Your Last Day].

I regret any inconvenience this may cause and am committed to making the transition as smooth as possible. Please let me know how I can best help during this time.

Thank you for the opportunities and experiences I've had while working with [Company Name]. I appreciate the support and guidance I've received during my tenure.

Sincerely,

[Your Name]