[Your Street Address] [Recipient Name]

[Your City, ST Zip Code] [Title]

[Month Day, Year] [Company Name]

 [Street Address of Company]

[City, ST Zip Code of Company]

**Respected [Mr./Mrs./Ms. Recipient's Last Name]:**

I am formally notifying you that I'll be tendering my resignation from [Company Name]. My last day will be on [Month Day, Year].

[Optional Paragraph]I never imagined that I would have to leave [Company Name], but due to [Reason], I have decided to pursue opportunities elsewhere. [Optional Paragraph]

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at [Company Name].

Sincerely,

[Signature]

[Your Name]

[Your Title]