[Your Address]

[Date]

Dear [Boss’s Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically four weeks from the date of the letter].

I have thoroughly enjoyed my time working here and appreciate the opportunities for growth and development provided to me. This decision was not easy, but I believe it is the right step for my career and personal growth.

Thank you once again for the support and guidance during my time at [Company Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]