[Your Full Name]

[Your Street Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Employer's Name]

[Employer's Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Dear (Mr./Ms./Mrs./Dr./Prof) [Employer's Last Name]

First Paragraph: State that you're resigning and include the effective date, in line with your company's notice period.

Middle Paragraph: This is where you thank your manager for the opportunity they gave you. Also, state that you're grateful for the training, knowledge, and experience you got from there. In addition, you can state the reasons why you're leaving if you want.

Last Paragraph: Conclude by offering to assist the company with the transition. State that you can also help with finding a replacement for your position.

Sincerely,

[Your Signature]

[Your Full Name]