**Simple Resignation Letter Template**

**[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**Subject: Resignation from [Your Position]**

**Dear [Your Boss’s Name],**

**I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day].**

**Thank you for the opportunities for growth and experience during my time at [Company Name]. I am grateful for the support from my colleagues and the valuable experiences I have gained.**

**Please let me know how I can help during the transition period. I hope to make the process as smooth as possible.**

**Sincerely,**

**[Your Signature]  
[Your Printed Name]**