

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as Security Officer at [Company's Name], effective [last working day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team at [Company's Name]. I have learned a great deal during my time here and am grateful for the support and guidance I have received.

Please let me know how I can assist during the transition period. I hope to stay in touch, and I wish everyone at [Company's Name] continued success.

Thank you once again for the opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]