

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

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Government Agency Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have received during my tenure and appreciate the support from you and my colleagues. I have learned a great deal and have gained valuable experience that I will carry with me throughout my career.

I am committed to making this transition as smooth as possible and am willing to assist in the handover of my responsibilities.

Thank you once again for the support and guidance during my time here. I hope to stay in touch in the future.

Sincerely,
[Your Name]