

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

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, as I have genuinely enjoyed being a part of the team and have learned so much during my time here. I am grateful for the support and opportunities I have received, particularly in the context of our team's dynamics and collaboration.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in finding a suitable replacement.

Thank you once again for the wonderful experience. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]