

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

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] with [Department/Agency Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I've had during my time with [Department/Agency Name] and am grateful for the experience and support I've received. I am committed to ensuring a smooth transition and will do everything possible to assist during this period.

Thank you once again for the guidance and support provided to me during my tenure. I look forward to staying in touch and wish the department continued success.

Sincerely,

[Your Name]
[Your Position]