

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

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development that I have received during my time at [Company/Organization Name]. I have enjoyed working with the team and am grateful for the support provided to me during my tenure.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you once again for everything.

Sincerely,
[Your Name]