

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had to grow and develop during my time at [Company's Name]. I appreciate the support and camaraderie from my colleagues and management.

I am committed to making this transition as smooth as possible and will do everything I can to ensure a seamless handover of my responsibilities. Thank you for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]