

[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 as Licensed Clinical Social Worker (LCSW) at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have thoroughly enjoyed my time working with the team and am grateful for the opportunities for professional and personal growth that I have experienced during my tenure.

I will do my best to assist in the transition process and ensure a smooth handover of my responsibilities. Please let me know how I can help during this time.

Thank you for your understanding, and I hope to stay in touch.

Sincerely,
[Your Name]