

[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]. I have greatly appreciated the opportunities I have had during my time at [Company Name] and am grateful for the support and guidance provided by you and my colleagues.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities before my departure.

Thank you once again for the experiences and understanding.

Sincerely,  
[Your Name]