

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

I have greatly appreciated the opportunity to work with you and the team over the past [duration of time]. This decision was not easy and took a lot of consideration. However, I believe it is time for me to pursue a new direction in my career.

I am sincerely grateful for the support and guidance I have received during my time at [Company's Name]. The experiences and skills I have gained here will be invaluable in my future endeavors. I hope to maintain the relationships I have built and transition my responsibilities smoothly over the next few weeks.

Please let me know how I can help during the transition process.

Thank you once again for everything.

Sincerely,
[Your Name]