

[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], due to my upcoming jury duty obligations.

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company.

Thank you for your understanding.

Sincerely,

[Your Name]