

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [last working day, typically two weeks from the date of this letter].

I appreciate the opportunities I have had during my time at [Company/Organization Name] and am grateful for the support and guidance from you and the team.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks and assist in transferring my responsibilities.

Thank you for the understanding and support. I hope to stay in touch in the future.

Sincerely,
[Your Name]