

[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 appreciate the opportunities for personal and professional development
that you have provided me during my time at [Company Name]. It has been a
pleasure to work with such a talented team.

Thank you for your understanding. I hope to stay in touch, and I wish
[Company Name] continued success in the future.

Sincerely,
[Your Name]