

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Supervisor's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at YVCC, effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with such a talented team and have learned a great deal during my time here. I am grateful for the experiences and support I have received.

I will ensure a smooth transition of my responsibilities during my remaining time. Please let me know how I can assist in this process. Thank you once again for the opportunity. I wish YVCC continued success in the future.

Sincerely,  
[Your Name]