

[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]