

[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 have greatly appreciated the opportunities for personal and
professional development I've received during my time here. Working with
such a talented team has been a privilege.

Please let me know how I can assist during the transition.

Thank you again for the support and encouragement during my tenure.

Sincerely,

[Your Name]