

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

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] with [Department/Agency Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had while working here. I appreciate the support, guidance, and experiences that have contributed to my personal and professional growth.

I will ensure a smooth transition by completing my current responsibilities and assisting in the handover process as needed.

Thank you for the opportunities to have been a part of [Department/Agency Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,  
[Your Name]