

Letter regarding Resignation

[Your Name]

[Your Position]

[Current Company Name]

[Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Supervisor's Position]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to inform you of my decision to resign from my position as [Your Position] at [Current Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision has not been made lightly, and I want to express my deep appreciation for the opportunities and experiences I've gained during my time at [Company Name]. It has been a privilege to work alongside such talented and dedicated colleagues. I am grateful for the support, mentorship, and guidance I've received from you and the entire team. The knowledge and skills I've acquired here will undoubtedly contribute to my future endeavors. I am committed to ensuring a smooth transition during my remaining time with the company and will do my best to assist in any way possible.

I want to thank you and the entire team for the camaraderie, collaboration, and shared successes we've experienced. Please let me know if there are any specific tasks or projects you would like me to focus on during this transition period. I look forward to staying in touch and crossing paths in the future. You can reach me at [Your Email Address] or [Your Phone Number].

Thank you once again for everything, and I wish the team continued success and growth.

Warm regards, [Your Name]