

**TOPIC:Formally resigning from your current position.**

Subject: Formal Resignation Letter

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

This decision has not been easy, as I have genuinely enjoyed my time working at [Company Name] and have had the privilege of collaborating with a talented and supportive team. However, after careful consideration and reflection on my career goals and personal aspirations, I have decided that it is in my best interest to pursue a new opportunity.

I am committed to ensuring a smooth transition during my notice period. I am willing to assist in training my replacement, completing any pending projects, and providing any necessary documentation to ensure a seamless handover of my responsibilities. Please let me know how I can best support this transition process.

I want to take this opportunity to express my gratitude for the support and guidance I have received during my time at [Company Name]. I have learned valuable skills and gained invaluable experience here, which I will carry with me throughout my career.

I wish [Company Name] continued success and growth in the future. I look forward to staying in touch with my colleagues and hope our paths cross again.

Thank you once again for the opportunities and support you have provided me during my tenure at [Company Name].

Sincerely,

[Your Name]

[Your Contact Information]