

Resignation Letter

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, and I have taken the time to consider it carefully. After much reflection, I have decided to pursue a new opportunity that aligns with my long-term career goals.

I want to express my deep gratitude for the support, guidance, and camaraderie that I have experienced during my time here. I have had the privilege of working with an exceptional team and have learned valuable skills that I will carry with me throughout my career.

During the notice period, I am committed to ensuring a smooth transition. I am open to assisting in the training of a replacement, wrapping up ongoing projects, or any other tasks that will help make the transition as seamless as possible. Please let me know how I can be of assistance during this time.

I will be returning all company property and settling any outstanding matters as per company policy.

Thank you for your understanding and support. I am grateful for the experience of working at [Company Name] and for the friendships I've formed here.

Sincerely,

[Your Handwritten Signature (if printed)]

[Your Typed Name]