

[Your Name]
[1234 Street Address]
[City, State, Zip]
[Today's Date]
[Company Name]
[1234 Street Address]
[City, State, Zip]

Dear [Supervisor's Name],
Please accept this letter as my formal resignation from my position as
[Position Name] at [Company Name], effective two weeks from today's
date, [Current Date].

I appreciate the opportunities for growth and development you have
provided during my tenure.
Thank you for your guidance and support.

Please let me know how I can be of help during the transition period.
I
wish you and the company the very best going forward.

Sincerely,
[Your Signature]

[Your Name]