[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Supervisor's Name],

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

I have enjoyed my time working at [Company Name] and appreciate the opportunities I've had to learn and grow. I am grateful for the support and guidance provided by you and the entire team during my tenure.

After careful consideration, I have decided to move on to new challenges and opportunities. This decision wasn't easy, but I believe it's the right step for my career and personal growth.

During the next two weeks, I am committed to ensuring a smooth transition. I am more than willing to assist in finding a replacement, training my successor, and completing any pending tasks or projects to the best of my ability.

Please let me know if there are specific tasks or responsibilities you would like me to focus on during this transition period. I want to ensure that the handover is as seamless as possible.

I want to express my gratitude for the experience and knowledge I've gained during my time at [Company Name]. I've truly enjoyed being part of the team and contributing to the company's goals.

Thank you for your understanding and support regarding my decision. I wish [Company Name] continued success, and I hope our paths may cross again in the future.

Sincerely,

[Your Full Name]