

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from date]. This decision was not made lightly, but after careful consideration, I have decided to accept an opportunity that offers a more favorable work environment aligned with my personal and professional goals.

I am truly grateful for the experiences and opportunities I have had at [Company Name]. I appreciate the support of my colleagues and management during my tenure here. However, I believe that the new role will provide me with enhanced professional growth, work-life balance, and a company culture that further supports my well-being.

I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and assist in the handover process during my notice period. Please let me know how I can help to make this period as seamless as possible.

Thank you once again for the opportunities and support. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]