

Subject: Formal Resignation – Two Weeks Notice

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today. My last working day will be [Last Working Day, e.g., July 10, 2024].

I truly appreciate the opportunities for growth and development you have provided me during my time at [Company Name]. Working under your supervision has been a privilege, and I am grateful for the trust and guidance you have extended to me throughout my tenure.

During my remaining days, I am committed to ensuring a smooth transition. Please let me know how I can be of assistance in handing over my responsibilities or training my replacement. I want to make this process as seamless as possible for the team.

Thank you again for your support and leadership. I look forward to staying in touch, and I wish the organization continued success in the future.

Sincerely,  
[Your Name]