

Date: [Insert Date]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have truly enjoyed being part of [Company Name] and working alongside such a dedicated and talented team. I am deeply grateful for the opportunities I have had to learn, grow, and contribute to the organization during my time here.

After careful consideration of my long-term professional goals, I have decided to pursue a new opportunity that will offer further growth and development in my career. I believe this next step is important for my continued personal and professional advancement.

I am committed to making this transition as smooth as possible. Please let me know how I can assist in the handover of my responsibilities or in training a replacement. I want to ensure that my departure will not cause any disruptions to our team or projects.

Thank you once again for your understanding, support, and guidance during my tenure at [Company Name]. I greatly appreciate the encouragement and experiences I have gained here, and I look forward to staying in touch.

Wishing the company and team continued success.

Sincerely,
[Your Name]