

Resignation Letter Template

Date: [Your Last Working Day]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

I want to express my sincere appreciation for the opportunities, support, and guidance provided to me during my time here. I am truly grateful for the valuable experiences and professional growth I have gained while working alongside such a dedicated team.

Please let me know how I can assist during the transition period. I wish the company and my colleagues continued success.

Thank you once again for everything.

Sincerely,

[Your Name]