

Professional Resignation Letter Sample

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day Date]. This was not an easy decision to make, as my time at [Company Name] has been both professionally and personally rewarding.

I would like to express my sincere gratitude for your mentorship and support during my tenure here. Your guidance has been instrumental in my professional development, and I truly appreciate the opportunities I have had to learn and grow under your leadership. The knowledge and skills I have gained under your mentorship will continue to benefit me throughout my career.

I am committed to ensuring a smooth transition during my remaining time and am happy to assist in training my replacement or transferring my responsibilities as needed. Please let me know how I can help during this transition period.

Thank you once again for your unwavering support and encouragement. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]