

Heartfelt Resignation Letter with Apology for Unfinished Work

[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 submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision, and I have given it a great deal of thought. I am incredibly grateful for the opportunities and experiences I have gained during my time at [Company Name]. I have grown substantially both professionally and personally under your guidance and with the support of my wonderful colleagues.

I feel it is important to sincerely apologize for leaving behind some projects and tasks that remain unfinished. Despite my best efforts to complete all assignments before my departure, I realize there are several responsibilities that I will not be able to see through to completion. I truly regret any inconvenience or added workload this may create for you and the team.

Please know that I am committed to making the transition as smooth as possible. I am more than willing to help train my replacement, organize my files, or provide any guidance necessary during my remaining time here. If there is anything specific I can do to help mitigate the impact of my departure, please let me know.

Thank you again for your understanding, patience, and the many opportunities for growth. I deeply appreciate all the trust and support you have shown me. I hope to leave on positive terms and remain in touch in the future.

With sincerest apologies and warm regards,
[Your Name]