

Subject: Resignation " [Your Full Name]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of this email]. This was not an easy decision, as I have sincerely enjoyed working with you and the entire team.

Over the course of my tenure here, I have gained invaluable experience and had the opportunity to develop both personally and professionally. I am deeply grateful for the support, guidance, and opportunities I've received during my time at [Company].

After careful consideration, I have decided to pursue a new role that aligns more closely with my long-term professional growth and career aspirations. This opportunity will allow me to further develop my skill set and take on new challenges as I continue to advance in my career.

I assure you of my commitment to making this transition as smooth as possible. I am happy to assist in training a replacement or documentation to ensure a seamless handover of my responsibilities.

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

Sincerely,

[Your Name]

[Your Contact Information, optional]