

Resignation Letter with Appreciation and Notice Period

Date: [Your Full 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 date above or as per company policy].

I would like to express my sincere gratitude for the opportunities for professional and personal development that you and the organization have provided me during my time here. I have truly valued the experience of working with such a supportive team and learning so much from my colleagues and leadership.

In accordance with my notice period, my last working day will be [Last Working Day]. I am committed to making this transition as smooth as possible and will ensure that all my tasks and responsibilities are up to date before my departure. I am more than willing to assist in the handover process or help train my replacement if needed.

Thank you once again for the guidance, support, and encouragement during my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Full Name]