

Simple Resignation Letter with Positive Feedback for Supervisor

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's 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 at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I would like to express my sincere gratitude for your support and guidance during my time with the company. Working under your supervision has been a rewarding experience, and I have learned a great deal from your leadership and encouragement. Your positive attitude and commitment to excellence fostered a motivating and collaborative work environment that has greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and am happy to assist in any way I can during this period. Thank you once again for the opportunities and support you have given me.

I wish you and the team continued success.

Sincerely,

[Your Name]