

Simple 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 at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my personal circumstances and my desire to pursue a new direction in my career.

I am truly grateful for the opportunities I have had at [Company Name] and for the support of an excellent team. My time here has been instrumental in my professional and personal growth. Thank you for your guidance and encouragement throughout my tenure.

I will do my best to ensure a smooth transition and will be happy to assist in training a replacement or transferring my responsibilities.

Thank you again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]