

Letter of Intent to Resign

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my supervisory role at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, but after careful consideration, I believe it is the best choice for my career and personal growth. I have appreciated the opportunities for professional development and the chance to work with such a talented team.

I am committed to ensuring a smooth transition, and I am happy to assist in training my replacement or handing off my projects. Please let me know how I can help during this transition period.

Thank you for your support and guidance during my time at [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]