

Resignation Letter

Date: [Insert Date]

To: [Supervisor's Name]
[Company's Name]
[Company's Address]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one and took a lot of consideration.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist in the process.

After my departure, I can be reached at my personal email address ([Your Email]) or my phone number ([Your Phone Number]). I welcome any future correspondence and would appreciate staying in touch.

Thank you for the opportunities I have had at [Company's Name]. I appreciate your support and understanding.

Sincerely,
[Your Name]
[Your Position]