

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation from Supervisory Role

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am truly grateful for the opportunities I have had while being part of [Company's Name].

I appreciate the support and guidance I have received during my tenure, and I am proud of what we have accomplished as a team. I will do my best to ensure a smooth transition of my responsibilities in the coming weeks.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]