

# 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 comes after careful consideration and is driven by my desire to enhance my mentorship skills and further my professional development.

During my time at [Company's Name], I have gained invaluable experience and knowledge. I am incredibly grateful for the opportunities I have had to grow within our team, and I appreciate your support and guidance throughout my tenure.

Although I am eager to pursue this new direction, I intend to ensure a smooth transition. I will do everything possible to wrap up my duties and assist in the handover of my responsibilities during my remaining time with the company.

Thank you once again for the support and encouragement you have provided. I hope to maintain our relationship in the future.

Sincerely,  
[Your Name]  
[Your Contact Information]