

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] with [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and required considerable thought. However, I have decided to pursue [a brief reason for leaving, if comfortable sharing, e.g., "a new opportunity that aligns more closely with my career goals"].

I am grateful for the opportunities I have had during my time at [Organization Name]. I appreciate the support and encouragement from you and my colleagues. I have learned a great deal and am proud of the contributions I have made.

I will ensure that all my responsibilities are transitioned smoothly and am happy to assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Organization Name]. I wish you and the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]