

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Department Name]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision has come after careful consideration and is due to personal reasons that require my immediate attention.

I want to express my gratitude for the opportunities I have had during my time with the organization. I have learned a lot and appreciated the support from you and my colleagues.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to keep in touch.

Sincerely,

[Your Name]