

Resignation Letter

[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]

Subject: Resignation from [Your Position]

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].

It has been an honor to serve in this role and to contribute to the mission of [Organization Name]. I am grateful for the opportunities I have had to grow professionally and personally during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities. Please let me know how I can help during this time.

Thank you once again for the support and guidance throughout my tenure. I look forward to staying in touch in the future.

Sincerely,

[Your Name]