

# 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 Notice**

Dear [Supervisor's Name],

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

It has been an honor to serve in this capacity, and I am grateful for the opportunities for professional and personal development that I have received during my tenure. I appreciate the support and guidance from both you and my colleagues.

During the transition period, I will do my best to ensure a smooth handover of my responsibilities. Please let me know how I can assist during this time.

Thank you once again for the opportunity to work with [Organization Name]. I look forward to staying in touch.

Sincerely,

[Your Name]