

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Department Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Resignation from [Your Job Title]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Government Agency Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great honor to work in public service and to contribute to the important work done by [Government Agency Name]. I am incredibly grateful for the opportunities for personal and professional development that I have received during my time here.

I would like to thank you and my colleagues for your support and encouragement. I truly appreciate the valuable experiences I've gained, and I will carry them with me as I move forward in my career.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Government Agency Name]. I look forward to staying in touch.

Sincerely,

[Your Name]