

# Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 at [Organization Name], effective [last working day, typically two weeks from the date above].

My time at [Organization Name] has been a valuable experience, and I appreciate the opportunities for professional and personal development during my tenure. I am grateful for the support provided to me and for the chance to work alongside a dedicated team.

I will ensure a smooth transition by completing my current responsibilities and assisting in the handover of my duties. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]