

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Childcare Facility's Name]

[Facility's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as a childcare provider at [Childcare Facility's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am grateful for the opportunities I have had during my time here.

Working with the children and the team has been a valuable experience, and I will cherish the memories we created together. I hope to stay in touch and wish everyone at [Childcare Facility's Name] continued success.

Thank you for your understanding.

Sincerely,

[Your Name]