

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as a Marine Biology Researcher at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, but after careful consideration, I have decided to pursue an opportunity that aligns more closely with my professional goals.

I am truly grateful for the experiences I have gained and the support I have received during my time at [Company/Organization Name]. I would like to extend my appreciation to you and my colleagues for making this an enriching experience.

During the upcoming weeks, I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]