

Resignation Letter

Date: [Insert Date]

To: [Supervisor's Name]

[Facility/Organization Name]

[Address]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Facility/Organization Name], effective two weeks from today, [Last Working Day, e.g., Insert Last Working Day].

This decision was not made lightly, as I have enjoyed working with you and the team and I am grateful for the opportunities I have been given here. However, after careful consideration, I have decided to pursue other opportunities that align with my professional goals.

I am committed to ensuring a smooth transition and will do everything possible during my remaining time to hand over my responsibilities and assist in the training of my replacement.

Thank you for your understanding and support. I hope to stay in touch, and I wish [Facility/Organization Name] continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]