

Resignation Letter

Date: [Insert Date]

To [Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

During my time here, I have had the privilege to lead various initiatives that fostered team growth and development. I am particularly proud of my role in [specific leadership initiative or project] which [describe impact or outcome]. Furthermore, my involvement in [another leadership role or initiative] has allowed me to contribute to [describe contribution].

I am grateful for the opportunities I have had to grow professionally and to collaborate with an amazing team. I appreciate your support and guidance throughout my tenure here.

Please let me know how I can assist in the transition process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]