

Resignation Letter

Date: [Insert Date]

To: [Insert Supervisor's Name]
[Insert Company Name]
[Insert Company Address]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision comes with a sense of nostalgia as I reflect on my time here.

Over the years, I have had the privilege to grow both personally and professionally. The experiences I gained while working with such a talented team have honed my skills and enhanced my capabilities in ways I never expected. I am genuinely grateful for the opportunities provided to me and the trust placed in me to contribute to our projects.

As I move forward in my career, I carry with me the invaluable lessons and friendships I have formed. Thank you for your mentorship and support during my journey. I look forward to staying in touch and hope our paths cross again in the future.

Wishing you and the team continued success!

Sincerely,
[Your Name]
[Your Email]
[Your Phone Number]