

Resignation Letter Template

Date: [Insert Date]

To: [Supervisor's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after an in-depth analysis of my career goals and personal aspirations.

During my time at [Company Name], I have learned and grown significantly. I am grateful for the opportunities I have been given and the support I have received from you and the entire team.

I will ensure a smooth transition and will do my best to complete any outstanding tasks before my departure. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be part of [Company Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]