

[Your Full Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Phone Number]

[Date]

[Supervisor's Full Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear **[Supervisor's Name]**,

I am writing to formally resign from my position as **[Your Position]** at **[Company Name]**, effective **[Last Working Day, e.g., "September 30, 2024"]**.

This decision comes after careful consideration and is due to **[Reason for Resignation, e.g., "personal reasons", "a new career opportunity", "relocation", etc.]**. I have appreciated the opportunities for growth and development that **[Company Name]** has provided during my time here.

I am committed to ensuring a smooth transition and am willing to assist in training my replacement or in any other way that will help facilitate the handover of my responsibilities.

Thank you for your understanding and support. I have valued my time working with you and the team and wish **[Company Name]** continued success in the future.

Sincerely,
[Your Full Name]