

**[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"]**.

Thank you for the opportunities provided during my time here.

Sincerely,  
**[Your Full Name]**