

**[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 is made voluntarily and after careful consideration. I am leaving to pursue **[Reason for Resignation, e.g., "new opportunities", "personal goals", "a different career path", etc.]**.

I appreciate the opportunities for growth and development that **[Company Name]** has provided me. I am committed to assisting with the transition to ensure a smooth handover of my responsibilities.

Thank you for your support and understanding.

Sincerely,  
**[Your Full Name]**