

Resignation Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's/Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's/Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision has not been easy, but after careful consideration, I believe it is the right time for me to move on to new challenges and opportunities.

I have thoroughly enjoyed my time working with [Company Name], and I am grateful for the opportunities, support, and guidance provided to me during my tenure. The experiences and skills I have gained here have been invaluable, and I appreciate the collaborative and positive work environment you have cultivated.

To ensure a smooth transition, I am more than willing to assist in training my replacement and completing any outstanding projects. Please let me know how I can be of help during this period.

I want to express my sincere gratitude for your understanding of my decision, and I wish you and the team continued success in the future.

Sincerely,

[Your Name]