

---

# Basic Email Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's 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 [Resignation Date]. I appreciate the opportunities and experiences I've gained during my time here.

I want to assure you that I am committed to facilitating a smooth transition. I am grateful for the support and guidance provided by the team.

Thank you for your understanding.

Sincerely,

[Your Name]