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# Basic Resignation Letter Format

[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 have thoroughly enjoyed my time here and have learned a great deal from the experiences I've had.

I am grateful for the opportunities I've been given and the support of my colleagues. I believe it's time for me to explore new challenges and growth opportunities. I am committed to ensuring a smooth transition and am open to assisting in any way I can during this process.

Thank you for the valuable experiences and the chance to contribute to [Company Name]. I appreciate your understanding and support regarding my decision to move on.

Sincerely,

[Your Name]