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# Basic Work 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 announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date]. My time here has been marked by professional growth and meaningful experiences.

As I embark on a new chapter in my career, I want to express my gratitude for the opportunities I've had and the support I've received from you and the team. I am committed to ensuring a seamless transition and am available to assist in any way needed.

I have valued the collaborative atmosphere and the chance to contribute to [Company Name]'s success. Thank you for your understanding and support.

Sincerely,

[Your Name]