
Formal Resignation Letter

Dear [Supervisor's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [last working day, e.g., April 30, 2023].

It has been a pleasure to work at [Company Name]. I have decided to take a different direction in my career and believe this is in the best interest of both myself and the company.

I am willing to help train my successor and ensure a smooth transition.

Thank you for the opportunities to grow and learn here.

Sincerely,

[Your Name]