
Job Resignation Letter

Dear [Supervisor's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day]. This decision was made after careful contemplation and assessment of my long-term career goals and personal aspirations.

I want to express my deepest gratitude for the experiences, mentorship, and opportunities I've received here. The lessons I've learned and the relationships I've built have been invaluable. I am committed to helping in any way possible to ensure a seamless transition, including training team members or helping recruit my replacement.

Thank you for your guidance, support, and understanding. I hold [Company Name] in high regard and will always cherish the memories and accomplishments during my tenure.

Best wishes,

[Your Name]