
Resignation Notice Letter

[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 [Last Working Day]. I understand that the notice period mentioned in my employment contract is [Notice Period], and I will ensure a smooth transition during this time.

I want to express my gratitude for the opportunities and experiences I've had during my tenure at [Company Name]. I am committed to wrapping up my ongoing projects and providing any necessary handover documentation to ensure a seamless transfer of responsibilities.

Please let me know how I can best support this transition process. I appreciate your understanding and support regarding my decision to move on.

Sincerely,

[Your Name]