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# Sample 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 inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Resignation Date]. This decision was made after careful consideration, and I am grateful for the experiences and growth I've gained during my time here.

I believe it's time for me to explore new opportunities and challenges. I am committed to ensuring a smooth transition and will work closely with my colleagues to facilitate that process.

I want to express my sincere gratitude for the support and camaraderie I've experienced from my colleagues and the management. I appreciate your understanding and support regarding my decision to move on.

Sincerely,

[Your Name]