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# Short 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 resign from my position as [Your Position] at [Company Name], effective [Resignation Date]. I have appreciated the opportunities and experiences I've had at [Company Name], but I have decided to move on to new endeavors.

Thank you for the support and understanding. I am committed to assisting in a smooth transition.

Sincerely,

[Your Name]