
Simple 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 that I am resigning from my position as [Your Position] at [Company Name], effective [Resignation Date]. I want to express my appreciation for the experiences and growth opportunities I've had during my time here.

I am confident that this decision aligns with my career goals, and I am excited about the next phase of my journey. I am committed to assisting in the transition process to ensure a seamless handover of responsibilities.

Thank you for the support and understanding. I look forward to maintaining a positive relationship.

Best regards,

[Your Name]