
Work Resignation Letter Format

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, e.g., September 30, 2023]. It has been an honor to work with the team and contribute to [specific project or company goal].

I am more than willing to assist in the transition process. I appreciate the opportunities I've been given during my time here.

Thank you for your understanding and support.

Sincerely,

[Your Name]