

# Official Letter to Resignation

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**[Your Name]**

456 Oak Street

City, State, ZIP Code

Email: yourname@email.com

Phone: (123) 456-7890

**Date:** October 15, 2024

**[Supervisor's Name]**

[Your Supervisor's Position]

[Company Name]

123 Corporate Blvd

City, State, ZIP Code

**Dear [Supervisor's Name],**

**Subject:** Resignation from My Position

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date]. This decision was not easy, as I have greatly valued my time at the company and the support of my colleagues.

I am committed to ensuring a smooth transition and will assist in the handover of my responsibilities. Thank you for the opportunities for personal and professional growth that you have provided during my time here.

**Sincerely,**

**[Your Name]**

