

Official Letter to Resignation

[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]

