



Dear [Supervisor/Manager's Name],

I am writing to inform you of my decision to resign from my position at [Company Name], effective [last working day, typically two to four weeks from the date of the letter]. This decision has not been easy, but due to personal reasons, I believe it is in the best interest of both myself and the company.

I want to express my sincere gratitude for the opportunities and experiences I have had during my time at [Company Name]. I have enjoyed working with the team and contributing to the company's success.

I am committed to ensuring a smooth transition during my remaining time here. I am willing to assist in training a replacement and completing any outstanding tasks or projects to the best of my ability.

Thank you for your understanding and support during this time. I appreciate the guidance and mentorship I have received from you and the rest of the team.

Sincerely,
[Your Name]