



Dear [Supervisor/Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [last working day, typically two to four weeks from the date of the letter]. This decision has been carefully considered, and it is with a mix of emotions that I submit my resignation.

I am grateful for the opportunities for professional growth and development that I have had during my time at [Company Name]. I have enjoyed working with my colleagues and contributing to the success of the team.

However, after much reflection, I have decided to pursue other opportunities [or state the reason for your resignation, e.g., due to personal reasons, career advancement, relocation, etc.]. Please know that this decision was not made lightly, and I am appreciative of the support and guidance I have received during my tenure.

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

Thank you for understanding and supporting me in this decision. I am grateful for the experience and relationships I have gained at [Company Name], and I wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]