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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

[Company Name]  
[1234 Street Address]  
[City, State, Zip]

Dear [Supervisor’s Name],

Please accept this letter as my formal resignation from my position as [Position Name] at [Company Name], effective two weeks from today’s date, [Date]

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

[Your Signature]  
[Your Name]