# **TEMPLATE LETTER RESIGNATION LETTER TEMPLATE**

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

Please accept this letter as my formal resignation from [Position Name] at [Company Name], effective two weeks from today, [Current Date].

I have been fortunate during my time at [Company Name] for the opportunity to grow and learn more about [Industry]. Your guidance and support have equipped me with valuable skills and experience.

I hope that we will have opportunities to collaborate in the future.

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*]