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

TO [Receiver Name] [Receiver Title]

Dear Sir/Mam, [Supervisor's Name]

I trust this message finds you in good health and spirits. It is with a heavy heart that I write to tender my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I have thoroughly enjoyed my time at [Company Name] and have the utmost respect for the organization and my colleagues. However, after careful introspection and deliberation, I have come to the realization that my current role is not a good fit for me professionally. I believe that making this difficult decision is the most responsible course of action for both myself and the company.

I want to express my sincere appreciation for the support, guidance, and opportunities that I have received during my tenure at [Company Name]. I have grown both personally and professionally, and I will always treasure the valuable experiences I have gained here.

During the next two weeks, I am committed to ensuring a smooth transition. I am more than willing to assist in finding a suitable replacement and providing training or documentation to ensure a seamless handover. Please let me know how I can be of assistance during this transition period.

I understand that there may be ongoing projects and tasks that require my attention. I will do my utmost to complete my outstanding responsibilities and ensure that there is minimal disruption to the team's workflow. I have no doubt that [Company Name] will continue to excel, and I wish the organization continued success and growth in the future.

If you need to contact me after my departure, please feel free to reach out via email at [Your Email Address].

Thank you for your understanding and support throughout my time at [Company Name]. It has been a privilege to work with such a dedicated and talented team.

Sincerely,

[Your Name]