**TEMPLATE LETTER  
RESIGNATION LETTER TEMPLATE**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Supervisor’s Name],**

I would like to inform you of my intention to resign from **[Position Name]** at **[Company Name]**, effective two weeks from today, **[Current Date]**.

I appreciate the opportunities you’ve given me during my tenure at **[Company Name]**.

Please let me know what assistance you'll require from me during the resignation notice period.

Thank you,

**[*Your Signature*]**

**[Your Name]**