**FORMAL 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 my position as **[Position Name]** at **[Company Name]**, effective two weeks from today’s date, **[Current 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]**