

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I hope this message finds you well. After careful consideration, I am submitting my resignation from my position as [Job Title] at [Company Name], with my final working day being [Last Working Day]. This decision was not made lightly, as I have greatly valued my time here and the relationships I've developed with the team.

I am truly thankful for the opportunities to grow and learn in this role. The collaboration and support from the team have been incredibly rewarding, and I will carry these experiences forward as I move on to my next opportunity.

In order to ensure a seamless transition, I am happy to assist with any tasks such as preparing handover documents, training a replacement, or offering

support during the transition process. Please let me know what assistance the team needs.

Thank you once again for the opportunity to contribute to this incredible organization. I sincerely appreciate all the support and guidance I've received during my time here.

Wishing you and the team continued success.

Kind regards,

[Your Name]