



## Formal Letter of Resignation Template

(Your Name) (1234 Street Address) (City, State, Zip)

(Today's Date)

(Company Name)  
(1234 Address)  
(City, State, Zip)

Dear (Supervisor's Name),

I am writing to formally announce my resignation from my position as (Title) at (Company), effective two weeks from today's date, (Last working day).

During the transition period, I am committed to ensuring a seamless handover of my responsibilities. Please let me know how I can be of assistance in this regard.

I want to express my gratitude for the opportunities for growth and development that I have had during my time with (Company). Your guidance and support have played a crucial role in my professional journey, and I am thankful for the trust you placed in me. I wish you and the entire team at (Company) continued success.

I will be reachable via email at (Email address) or by phone at (Phone number) if there are any post-resignation matters that require my attention.

Once again, thank you for everything, and I look forward to maintaining a positive relationship with (Company) in the future.

Sincerely,

*(Your Signature)*

(Your Name)