

**[Your Name]**

[Your Street Address]

[City, State, ZIP Code]

[Date]

**[Company Name]**

[Company Street Address]

[City, State, ZIP Code]

**Dear [Supervisor's Name],**

Please accept this letter as my formal resignation from my position as **[Your Position Title]** at **[Company Name]**, effective two weeks from today, **[Effective Date]**.

I am truly grateful for the opportunities I have had during my time at **[Company Name]**. The experience has allowed me to grow both personally and professionally, and I have learned a great deal about **[Industry or Field]**. Your guidance and support have been invaluable, and I deeply appreciate the trust and encouragement you have shown me.

During the transition period, I am more than willing to assist in training my replacement or ensuring that my responsibilities are smoothly handed over. Please let me know how I can best support the team during this time.

I wish you and **[Company Name]** continued success, and I hope that our paths may cross again in the future.

Sincerely,

**[Your Signature]**

**[Your Full Name]**