TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Professional Resignation Letter

Dear **[Supervisor’s Name],**

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

I have been fortunate during my time at **[Company Name]** for the opportunity to grow and learn more about **[Industry] .** Your guidance and support have equipped me with valuable skills and experience.

I hope that we will have opportunities to collaborate in the future.

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]**