TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Letter of Resignation - **[Your Name]**

Dear **[Supervisor’s Name],**

I am writing to inform you of my resignation from **[Position Name]** at **[Company Name]** effective two weeks from today, **[Current Date].**

Thank you for the many opportunities you have provided to grow and learn under your guidance. I am grateful for the experience.

Please let me know how I can be of assistance during the transition period. I wish you and the company the very best going forward.

Sincerely,

**[Your Signature]**

**[Your Name]**