TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Resignation Letter

Dear **[Supervisor’s name]**,

Please accept this letter as my formal resignation from my position as **[position name]** at **[company name]**, effective two weeks from today’s date, **[current date]**.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

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]**