

[Your Name]
[1234 Street Address]
[City, State, Zip]

[Today's Date]

[Company Name]
[1234 Street Address]
[City, State, Zip]

Dear [Supervisor's Name],

Please accept this letter as my formal resignation from my position as [Position Name] at [Company Name], effective from 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]