**OFFICIAL RESIGNATION LETTER**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

I would like to inform you of my intention to resign from [Position Name] at [Company Name], effective two weeks from today, [Current Date].

I appreciate the opportunities that were given to me during my tenure at [Company Name].

Please let me know any assistance you'll require from me during the resignation period. I am more than willing to train any new staff or employees to initiate a proper transfer.

Thank you,

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