**[Your Name]**

**[Your Address]**

**[City, State, ZIP Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**[Supervisor's Name]**

**[Company Name]**

**[Company Address]**

**[City, State, ZIP Code]**

Dear **[Supervisor's Name]**,

I hope this letter finds you well. I am writing to formally tender my resignation from my position as **[Your Job Title]** at **[Company Name]**, effective **[Last Working Day, typically two weeks from the date of the letter, e.g., August 25, 2023]**.

I have thoroughly enjoyed my time at **[Company Name]** and have had the privilege of working with a fantastic team. The experiences and knowledge I have gained during my tenure here have been invaluable to my professional growth. However, after careful consideration and reflection, I have decided to pursue a new opportunity that aligns with my long-term career goals.

I understand the importance of a smooth transition and am committed to ensuring that my departure causes minimal disruption to the team and ongoing projects. Over the next two weeks, I am more than willing to assist in training my replacement, documenting ongoing tasks, and completing any outstanding projects to the best of my ability.

I am grateful for the support, guidance, and camaraderie I have experienced while at **[Company Name]**. I am genuinely thankful for the opportunities I have been given and the relationships I have formed.

Please let me know how you would like me to proceed during this transition period. I am open to any suggestions or instructions to ensure a seamless handover.

Once again, I appreciate everything I have gained from my time at **[Company Name]**. Thank you for your understanding and support regarding my decision to move on.

Sincerely,

**[Your Full Name]**

**Note: Please adjust the details in the brackets according to your specific situation. It's also a good idea to talk with your supervisor before submitting the letter to discuss your resignation and the transition process.**