**[Your Name]**  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]

**[Supervisor's Name]**  
[Facility Name]  
[Facility Address]  
[City, State, Zip]

Dear [Supervisor's Name],

I am writing to formally resign from my position as **[Job Title]** at **[Facility Name]**, effective **[Last Working Day — typically two weeks from date above]**.

This was not an easy decision, as my time here has been deeply meaningful. I am proud of the impact I’ve made in the areas of **[program quality, safety culture, team mentorship, swimmer development, etc.]**, and I remain grateful for the opportunities to grow both professionally and personally.

However, after careful reflection, I’ve realized that I’ve reached a point where continued growth in this environment is no longer possible. In order to maintain alignment with my personal and professional values — particularly around safety, leadership accountability, and long-term sustainability — I believe it is time to move on.

I am committed to making this transition as smooth as possible. I’m happy to assist with training, documentation, or coverage to support continuity for the team and community we serve.

Thank you again for the chance to be part of this chapter. I carry forward both the lessons and relationships with appreciation.

Warmly,  
**[Your Name]**