Your Address

City, State, Zip code

Resignation Letter (Standard) TEMPLATE, courtesy of WordsmithResource LLC

**DATE**

Supervisor’s Name

Supervisor’s Title

Company Name

Address Block

Dear Supervisor’s Name:

Please accept this letter as formal notification of my resignation from my position as **JOB TITLE**. My last day of work will be **DAY & DATE**.

It has been a pleasure working with you and the rest of the team. I have learned a lot over the years and have enjoyed my experiences with all of you.

During my remaining time here, I will do all I can to make the transition of my duties as smooth as possible. I am available for an exit interview at your convenience. I look forward to keeping in touch with many of you as I start the next chapter of my life.

Sincerely,

**YOUR NAME**

Sending an email? Copy and paste the content directly into the body of your email.