Your Address

City, State, Zip code

Resignation Letter (Standard, Option 2) 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 notice of my resignation as **JOB TITLE**, effective **DAY & DATE**.

I am grateful for the opportunities provided to me over the course of my career, and it was a pleasure being a member of such an effective and supportive team, with you at the helm. While I am excited about my next professional chapter, I hope to stay connected with you and the rest of the team.

Sincerely,

**YOUR NAME**

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