

Professional 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],

Please accept the letter as my formal resignation from [Position Name] at [Company Name], effective two weeks from today, [Current Date].

During my time at [Company Name], I have been fortunate for the opportunity to grow and learn more about [Industry Name]. Your guidance and support have prepared me well for the future.

I hope that we will have opportunities to collaborate in the future.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

[Your Signature]
[Your Name]

ResumeGenius Sample

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