

# Simple Resignation Letter

[Your Name]  
[1234 Street Address]  
[City, State, Zip]

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[Today's Date]

[Company Name]  
[1234 Street Address]  
[City, State, Zip]

Dear [Supervisor's Name],

I would like to inform you of my intention to resign from [Position Name] at [Company Name], effective two weeks from today, [Current Date].

I appreciate the opportunities you gave me during my tenure at [Company Name].

Please let me know what assistance you'll require from me during the transfer period.

Thank you,

[Your Signature]  
[Your Name]