

## Resignation Email

[Supervisor Name],

Thank you for the opportunity to work in this position for the past [amount of time you've been in the role]. I've enjoyed my time with the company but do feel the need to pursue a new challenge at this time.

Please accept this letter as formal notification that I am resigning from my position as [position title] with [company name]. My last day will be [your last day—usually two weeks from the date you give notice].

I truly appreciate your time and all you have done for me. I've learned [specific things you've learned on the job], all of which I will take with me throughout my career.

Thank you again,  
[Signature]