**Letter of Resignation**

[Name]

[Address]

[City, State, Zip]

[Date]

[Institution Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

I am writing to inform you of my resignation from [Position Name] at [Institution Name], effective [Resignation Date].

I have decided to [Reason of Quitting]. I have been very fortunate to be given many opportunities to learn useful skills during my time at [Institution Name]. Your guidance and support have prepared me well for the future.

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

Sincerely,

[*Your Signature*]

[Your Name]