**[Your Name]**

[Your Address]

[Your Address]

[Your Phone Number] ■ [Your Email Address]

[Date of Resignation]

[Supervisor’s Name]

[Supervisor’s Title]

[Company Name]

[Company Address]

[Company Address]

Dear [Supervisor’s Name],

I am writing to inform you that I am resigning from the position of [Your position] at [Your Company’s Name]. My final day in this position will be on [Your last day].

I would first like to offer my sincerest thanks. My role at [Your Company’s Name] has been a fantastic opportunity which has helped me greatly as an individual. Thank you for the time you have invested in me. I would not be where I am today if it were not for this position.

With that said, it is time for me to move on and have accepted a role elsewhere. I did not take this decision lightly and I thank you again for everything. While [Your Company’s Name] goes through this period of transition, I would like to assist in making this time as smooth as I can. I wish you all the best.

Sincerely,

[Your Signature]

[Your name]