[Your name]

[Your address]

[Your phone number]

[Your email]

[Date]

[Supervisor name]

[Supervisor title]

[Company name]

[Company address]

Dear Mr./Ms. [insert name]

Please accept this letter as formal notification of my resignation from the position of [insert position name], effective [insert date].

I thank you for all the support and opportunities you have provided me during my time at [insert company name] and am grateful for the encouragement you have given me to pursue my personal and professional development.

Over the next [insert remaining period], I will do everything I can to complete pending tasks and incomplete projects, and I am willing to assist in the process of hiring and training my replacement. Please let me know if there is anything else I can do to help during this transition period.

Sincerely,

[Your name]

[Signature for hard copy]