[Your name]

[Your address]

[Your phone number]

[Your email]

[Date]

[Supervisor name]

[Supervisor title]

[Company name]

[Company address]

Dear Mr./Ms. [insert name]

I am writing to notify you of my resignation from the position of [insert position name], effective [insert date].

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

Over the next [insert remaining period] I will ensure that my remaining tasks and current projects are completed, and I am willing to assist in the hiring and training of my replacement. Please advise how I can assist in this transitional period.

I wish the company continued success in the future and hope to stay in touch.

Sincerely,

[Your name]

[Signature for hard copy]