To

………………(Date of letter)

………………(Supervisor’s Name)

………………(Company’s address)

Dear (Supervisor),

I am writing to inform you that I will be tendering my resignation from my employment as a ……………… (your position) in……………… (company’s name) as ……………… (reason of resignation). Therefore, I would like to give ……………… (period of notice required) notice, effective from today’s date. My last day of employment in ……………(company’s name) will be on ……………… (your last date). This was not an easy decision to made. However, after much consideration, I am ready to make transition.

I would like to thank you and the team for the unconditional support and guidance when I was in ……………… (company’s name). Being a ……………… (your position) at (company’s name) has exposed me to many opportunities and I have honed my ……………… (insert skill type) skills here. I believe that these skills will still be valuable to me in my career.

Once again, I would like to thank you for all your guidance and assistance during my stint in ……………… (company’s name). I hope to keep in touch in future. I wish ……………… (company’s name) and ……………… (your team/department name) all the best.

Regards,

……………… (Your signature)

……………… (Your name)

……………… (Date of resignation)