

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

As I prepare to move on to the next phase of my career, I want to take a moment to express my gratitude for the support and encouragement I have received during my time here. The career development initiatives provided by the company have been instrumental in shaping my professional growth and have equipped me with valuable skills that I will carry forward.

Working under your guidance has been a rewarding experience, and I appreciate the opportunities I had to learn and develop. I am particularly thankful for [mention any specific program, project, or opportunity], which significantly contributed to my career advancement.

While I am excited about the opportunities that lie ahead, I will truly miss working with you and the entire team. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]