TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Resignation letter

Dear **[Supervisor’s name]**,

I would like to inform you that I am resigning from my position as **[name of position]** for **[company name]**, effective **[date]**. I have accepted a position as **[name of position]** at **[name of new company]** and I am looking forward to a change in career even though I will miss working with you.

I appreciate the opportunities for professional development that you have provided me over the past **[period]**. I have enjoyed my tenure at **[company name]**, and in particular feel honored to have been a part of such a supportive team.

If I can be of any help during this transition, please let me know. I am available to help train my replacement, and will ensure all my reports are updated before my last day of work.

Thank you again for the opportunity to work at **[company name]**. I wish you all the best and look forward to staying in touch. You can email me at **[your email address].**

Sincerely,

**[Your signature]**

**[Your Name]**