

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Supervisor's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

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

This decision was not made lightly, as my time at [Company Name] has been instrumental in both my professional and personal development. I would like to take this moment to express my sincere gratitude for your mentorship and guidance during my tenure here. Your leadership, encouragement, and support have made a profound impact on me, and I am incredibly thankful for the opportunities you have provided.

Under your supervision, I have learned not only key skills and industry knowledge, but also the importance of teamwork, diligence, and continuous improvement. You have always valued my contributions and challenged me to grow, and I deeply appreciate the trust and confidence you placed in me. Your open-door policy and willingness to provide constructive feedback have been invaluable, and I genuinely admire your dedication to both your team's and the company's success.

Although I am moving on to pursue new challenges, I will always look back on my experience at [Company Name] with gratitude and respect. I hope to carry forward the lessons I have learned from you in my future endeavors.

I am committed to ensuring a smooth transition, and I am happy to assist in training my replacement or wrapping up any pending tasks during my notice period.

Thank you once again for your mentorship and support. I sincerely hope our paths cross again in the future. Please do not hesitate to reach out if I can be of assistance or if you ever need a reference from me.

With heartfelt thanks,
[Your Name]