

[Name]

[Address]

[Optional Email address]

[Date]

[Supervisor name]

[Address]

Dear [Supervisor name],

It is with both regret and anticipation that I submit this letter of resignation from [Company Name] effective [Resignation Date].

Thank you for the opportunities for professional and personal development that you have provided me during the last [years of service].

I cannot say enough great things about [company name], about all the people I've worked with, and especially about you and [other supervisor/partner, etc]. I have appreciated all your personal and professional advice over the years. It's my hope that we will stay in touch as I begin this new chapter in my life.

If you have any questions, please ask. Thanks again for everything.

Very Truly Yours,

[your name]