

Sample Resignation Letter

Date

Dear *[direct supervisor's name]*,

My resignation from *[current company]* is effective on *[notice date]*. My last day will be *[2 weeks from notice date]*.

I want to thank you for all that you have taught me over the *[years, months]*, and for the many contributions you have made to my personal and professional development.

I will always have very positive memories about the professionalism and commitment to quality here at *[current company]*. Please express my thanks to *[your supervisor's boss]* for creating the kind of environment that made my career development possible.

I wish you and *[current company]* continued success.

Sincerely,