

Dear **Supervisor**,

Please accept my resignation from **Company Name** effective the conclusion of business **Insert Date**. I have accepted a consulting position I consider to be the next step in my career and in meeting my personal and professional objectives.

I am grateful for the professional opportunities and friendships I have enjoyed over the past **NUMBER of YEARS** at **Company Name**. Please extend this appreciation to the management team of **Company Name**. I hope our paths cross again in the future. I wish you and **Company Name** much success in your endeavors.

Respectfully,

**Full Name**